

Page Denied

1 December 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM:

SUBJECT: Charlottesville Trip

1. Proposed official party:

DCI
Herb Hetu

DCI Security

2. Proposed schedule:

Friday, 2 December

1610 ENR WNA
1630 Depart WNA (via Gulfstream, 35 minute flight)
1705 Arrive Charlottesville
1730 Arrive Greencroft Club
1830 Dinner with selected members of Student Legal Forum,
Navy League and Chamber of Commerce (DCI's parents
and will attend)
2015 Depart Greencroft Club
2020 Arrive Chemistry Bldg. Auditorium, University of Virginia
2030 Address Student Legal Forum, Navy League, and C of C
2130 DCI & Mrs. Turner ENR O. S. Turner's
-Herb Hetu, return to WNA
RON O. S. Turner's

Saturday, 3 December

0840 ENR Army Foreign Scientific & Technology Center
0900- Visit " " " " " " (Met by
1000 Commanding Officer Col. Claire Reeder)
1100 Tennis with
RON O. S. Turner's

- 2 -

Sunday, 4 December

AM Return to Washington, D.C.

3. Security personnel assigned for
DCI trip to Charlottesville:

STAT

STAT

STAT

cc: Herb Hetu

STAT

DCI Security
O/DCI

Dignitaries Present Tonight

Charlottesville, Virginia

2 December 1977

Navy League

John Scott, President
Civilian employee of University

Ed Deets
Local Lawyer

Allen Voshell
Insurance Agent

Chamber of Commerce

Joe Teague, President
Undertaker

Paul Wood, President-elect
Undertaker

Jim Nelms
State Farm Insurance

Randy Wade
Contractor

Fred Ferguson, Executive Director

Student Legal Forum

Representing Student Legal Forum will probably be Mary Love.
Other students (unnamed) will be present.

Roanoke Times & World-News, Saturday, November 26, 1977

A-5

The gifts are decorative, Ballweg says, but they're like archeological artifacts that lose some of their meaning when their cultural context is not known.

Of the hats he has brought back from areas where he knows what they mean, he says, "they're meaningful, like trophies from a hunt."

Contends

June 30, 1978. The decline would result from the cost of putting a nuclear unit at its North Anna power station into service and additional expenses resulting from President Carter's policy of not permitting reprocessing of nuclear fuel," Vepco's statement said.

"This results in an increase in the projected deficiency from \$86.9 million to a total of approximately \$127 million, after recognizing some \$50 million in annual low-fuel expenses from the operation of North Anna Unit No. 1."

Stevens, a resident of Swannanoa, N.C., spent 27 years as a missionary in South Africa prior to his joining the CNEC. He is now vice president of the organization.

CIA Chief, Lawyer To Speak at UVa

CHARLOTTESVILLE — The president of the American Bar Association and the director of the Central Intelligence Agency will appear next week at the University of Virginia.

ABA President William B. Spann will speak at 8 p.m. Tuesday in room 119 of the law school on "The Profession and the Law Student — New Horizons."

Adm. Stansfield Turner, CIA director, will speak at 8:30 p.m. Friday in the auditorium of the chemistry building on "Secrecy and Morality in Intelligence."

Both speeches, sponsored by the Student Legal Forum, are open to the public at no charge.

Big Hit

the sign and couldn't be bent back for a second look Turkey Dinner on Jim."

ut Thursday night the sign

said Mrs. Buster Rudd of thing. There weren't any licious."

told us he didn't want to decided to have people in

anted to show his appre-

rnout," said George. "A lly was free. They are so they suspect anything of-



More and better children's programs.

Roanoke Valley CableVision
MAKING WATCHING WORTHWHILE.

PHONE 982-1110

Friday, in-
vailing
law-
butine
legate
y den-
s and

may be required to provide sign language interpreters for deaf students. Troy said federal law requires that no handicapped individuals may be excluded from a program receiving federal aid solely because of his or her handicap.

But he said colleges don't have to pay for the services of an interpreter if they are available from other sources. That opinion was requested by the James Windsor, president of Christopher Newport College.

Americans who are not in such social or occupational position.

"We're not as clear about it (as under-developed countries)," he says, "but there are still some stereotypes."

Straw hats for farmers here may have vanished when mechanization brought farmers out of the sun and into the shade of a cab, Ballweg observes, but they've been replaced by smaller, billed caps.

The caps often have "Caterpillar" or

Wasted

Ground, Vepco Contends

Electric
Friday it
June 30,
with the
required

"The filing showed that Vepco's rate of return for the 12-month period ended June 30, 1977, was 8.91 percent, compared to the 9.5 percent authorized by the SCC in the last rate case," said B. D. Johnson, Vepco's executive manager for accounting and control.

"This results in a deficiency of \$42.7 million in gross revenue based on the historic test period, or 4.3 percent of the current Virginia jurisdictional revenues."

In the statement released Friday, Vepco also said the projected rate of return for the year ending June 30, 1978, showed a decline to 8.21 percent. The utility said special adjustments likely to occur during the period would increase its deficiency to \$36.9 million.

The firm said further that its rate of return probably would fall to 7.91 percent by June 30, 1978. The decline would result from the cost of putting a nuclear unit at its North Anna power station into service and

"additional expenses resulting from President Carter's policy of not permitting reprocessing of nuclear fuel," Vepco's statement said.

"This results in an increase in the projected deficiency from \$36.9 million to a total of approximately \$127 million, after recognizing some \$30 million in annual lower fuel expenses from the operation of North Anna Unit No. 1."

CIA Chief, Lawyer To Speak at UVA

CHARLOTTESVILLE — The president of the American Bar Association and the director of the Central Intelligence Agency will appear next week at the University of Virginia.

ABA President William B. Spann will speak at 8 p.m. Tuesday in room 119 of the law school on "The Profession and the Law Student — New Horizons."

Adm. Stansfield Turner, CIA director, will speak at 8:30 p.m. Friday in the auditorium of the chemistry building on "Secrecy and Morality in Intelligence."

Both speeches, sponsored by the Student Legal Forum, are open to the public at no charge.

THE REV. HAROLD STEVENS
27 Years in Africa

Africa Missionary To Speak Dec. 5

The Rev. Harold Stevens, director of the Christian National Evangelism Commission, will be the guest speaker at the Shenandoah Bible College Christmas banquet Dec. 5, at the Airport Holiday Inn.

The public is invited to the annual event, which this year will feature food, music and fellowship provided by Shenandoah Bible College friends. There is an admission fee for the program, which begins at 7 p.m.

Stevens, a resident of Swannanoa, N.C., spent 27 years as a missionary in South Africa prior to his joining the CNEC. He is now vice president of the organization.

While in Africa, Stevens worked extensively in Zululand, assisting in church planning, evangelism and Bible teaching. He continues to be closely involved in CNEC overseas projects.

Party Officers

The Roanoke County Democratic Committee will elect new officers at a reorganizational meeting Dec. 3. The meeting will be at 1:30 p.m. at Cave Spring Junior High School. Richard Pattisall is the county chairman.

House Dinners Big Hit

Press

in Richmond and Jim
rant in Virginia Beach
trimmings Thanksgiving

In Virginia Beach, a man saw the sign and couldn't believe it. He made a U turn and went back for a second look at George's sign that said, "Free Turkey Dinner on Jim."

More than 100 diners found out Thursday night the sign meant what it said.

More and
better children's

The
College
Blue Book®

16th EDITION

1977

Narrative
Descriptions

MACMILLAN INFORMATION
A Division of Macmillan Publishing Co., Inc.
NEW YORK

Collier Macmillan Publishers
LONDON

VIRGINIA

NARRATIVE DESCRIPTIONS

VIRGINIA, UNIVERSITY OF - CHARLOTTESVILLE (E-12)

Charlottesville, Virginia 22903 (804) 924-0311

Description: Chartered by the General Assembly in 1819 under the sponsorship of Thomas Jefferson, the university officially opened for instruction on March 7, 1825. The major college divisions include the College of Arts and Sciences, the School of Architecture, the School of Commerce, the School of Education, the School of Engineering and Applied Science, and the School of Nursing. Graduate school and graduate professional programs leading to advanced degrees are offered in arts and sciences, architecture and planning, business administration, education, engineering and applied science, law and medicine. The university operates on the semester system and offers one summer term. A recent enrollment included 8,693 men and 3,108 women full time and 630 men and 476 women part time. The university is accredited by the Southern Association of Colleges and Schools and respective professional and educational agencies.

Entrance Requirements: High school graduation with rank in top 30% of high school class; completion of 16 units including 4 English, 3 mathematics, 2 foreign languages, 1 science, 1 social science; SAT and three Achievement tests required; \$20 application fee; early decision and advanced placement plans available.

Costs per Year: \$485 tuition; \$1,329 out-of-state tuition; \$1,183 board and room; \$91 student fees.

Collegiate Environment: Located on 7,540 acres, the university has 240 major buildings. The library contains 1,777,836 volumes, 38,000 pamphlets, 13,233 periodicals, 1,074,768 microforms and 4,400 sound recordings. There is financial aid available for economically handicapped students. On campus dormitories house 3,086 men, 252 women, and 323 families. Almost 40% of students applying for admission are accepted. Special programs for culturally disadvantaged low-mark students enabling them to attend.

Community Environment: Charlottesville is situated in the foothills of the Blue Ridge Mountains and was the home of Thomas Jefferson and James Monroe. Numerous old homes and estates, many of which reveal Jefferson's architectural influence, are in Charlottesville and in surrounding areas. All forms of commercial transportation are available. Albemarle County is known for its horses, dogs, fox hunting, and for its peach and apple orchards. The many outdoor activities include golf, tennis, hunting, fishing, and hiking. Some part-time employment is available for students. Points of interest include the Lewis and Clark Memorial, Monticello, Old Courthouse, and the University of Virginia-founded by Thomas Jefferson.

VIRGINIA, UNIVERSITY OF - CLINCH VALLEY COLLEGE (H-2)

(703) 328-2431

Description: The four-year college of the university of Virginia, is fully accredited by the Southern Association of Colleges and Schools. The publicly controlled college was opened in 1954 as a two-year institution. The General Assembly of Virginia elevated the institution to senior college status beginning with the 1968-69 session. The first Bachelor of Arts degrees were granted in June 1970. Eleven majors are offered including biology, business and public administration, chemistry, elementary education, English, history, mathematics, modern foreign language, medical technology, theatre, and an interdisciplinary college major. These majors fill the Baccalaureate requirements for professional study. A two-year terminal business or secretarial studies program is also offered. The college operates on the semester system and offers two summer terms. The fall 1976 enrollment included 322 men and 357 women full time and 63 men and 248 women part time. A faculty of 44 full time and 31 part time gives a faculty-student ratio of 1-13.

Entrance Requirements: High school graduation with rank in upper half of class; completion of 16 units including 4 English, 2 mathematics, 1 science, 2 social science; SAT or ACT required; non high school graduates considered; \$10 application fee; early admission, rolling admission, advanced placement and early decision plans available.

Costs per Year: \$450 tuition; \$600 out-of state tuition; \$60 student fees; \$950 board and room; additional expenses average \$550.

Collegiate Environment: The college encompasses ten buildings located on 375 acres of land. The library houses 78,000 books and periodicals, 7,000 pamphlets, 5,200 microforms and 1,500 sound recordings. It was built to double its stack capacity as the need increases. Limited dormitory space available can accommodate 300 students. There is financial assistance available on campus. Almost 60% of the current students received some form of financial aid. Almost 98% of students applying for admission meet the requirements and are admitted. The average high school standing of the 1976 freshman class, top 20%; 50% in the top quarter, 20% in the second quarter, 20% in the third quarter, 10% in the bottom quarter; average SAT scores, 450V, 460M. There is a program for culturally disadvantaged students enabling low-mark students to attend the

college. About 60% of the freshman returned for the second year of studies. The college awarded 6 Certificates and 143 Bachelor degrees to the 1976 graduating class. About 12% of the senior class continued on to graduate school.

Community Environment: Wise is a rural community in the Cumberland Mountains or the Appalachians. Community facilities include churches of major denominations, a hospital, and a number of the civic and service organizations. Bus transportation is available; train transportation is available a short drive away. The Jefferson National Park provides facilities for fishing, hunting, picnicking, and camping; many other facilities near Wise offer outdoor activities.

WASHINGTON AND LEE UNIVERSITY (F-10)

Lexington, Virginia 24450

(703) 463-9111

Description: The private men's university was originally founded by Scotch-Irish pioneers in 1749 as a small school. It was empowered to grant degrees by the Virginia legislature in 1782 and adopted its present name in 1871. The 1975-76 enrollment included 1,548 men and 30 women full time and 14 men part time. A faculty of 152 full time and 18 part time gives a faculty-student ratio of 1-9. It is accredited by the Southern Association of Colleges and Schools and by respective professional organizations. The trimester system is used and the university is made up of the College of Arts and Sciences, the School of Commerce and Administration, and the School of Law. In addition to these regular degree programs, the university offers the Honors Program, the Robert E. Lee Undergraduate Research Program, Junior Year Abroad Program, and the Army ROTC Program.

Entrance Requirements: High school graduation with rank in top 30% of class, completion of 16 units including 4 English, 3 mathematics, 2 foreign language, 1 science, 2 social science; SAT and three Achievement Tests required; non high school graduates may be considered; \$10 application fee; early decision, delayed admission and advanced placement programs available.

Costs per Year: \$2,900 tuition; \$1,550 board and room.

Collegiate Environment: The 327-acre campus in Lexington is in the central part of the Great Valley of Virginia about 50 miles northeast of Roanoke. The main campus consists of approximately 50 acres with 34 buildings including housing accommodations for 668 men, 10 women and 25 families. Fraternities provide housing for an additional 225 men. Washington Hall which houses the administrative offices and Lee Chapel which is perhaps the most famous building on the campus. It has become a significant national tourist attraction. The Cyrus Hall McCormick Library has a collection of 230,336 volumes, 2,215 periodicals, 4,041 microforms and 49,691 recordings. About 60% of students applying for admission meet the requirements and are accepted. The college seeks a geographically diverse student body and does not accept midyear students. Special financial aid is available for economically disadvantaged students, and 26% of a recent class received some form of assistance. Of the 300 scholarships available, 75 are for freshman. Approximately 88% of the previous freshman class returned to this campus for the sophomore year. The average high school standing of the 1974 freshman class, top 20%; 42% in the top quarter, 33% in the second quarter, 20% in the third quarter, 5% in the bottom quarter; average SAT scores, 550V, 590M.

Community Environment: Lexington is located in the Shenandoah Valley between the Blue Ridge and Allegheny Mountains. Two of the greatest Confederate heroes, Robert E. Lee and Thomas J. "Stonewall" Jackson, lived and are buried in Lexington, the "Shrine of the South." Bus transportation is available. Some of the points of interest are the Natural Bridge, Lee Chapel, Home of "Stonewall" Jackson, Virginia Military Institute, and the Washington and Lee University. Cyrus McCormick, inventor of the reaper, was born here.

WILLIAM AND MARY COLLEGE (H-16)

Williamsburg, Virginia 23185

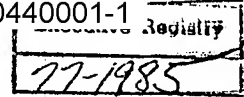
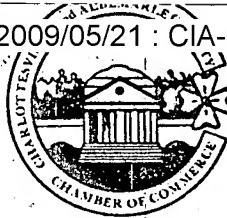
(703) 229-3000

Description: The state-supported liberal arts college was chartered in 1693. It is accredited by the Southern Association of Colleges and Secondary Schools and by respective professional organizations. Enrollment was 2,496 men and 1,782 women during a recent school year. The semester system is used and two summer terms are offered.

Entrance Requirements: Accredited high school graduation or equivalent with rank in upper half of graduating class; completion of 16 units including 4 English, 3 mathematics, 3 foreign language, 2 science, 2 social science; SAT, GRE and Achievement Tests required; \$10 application fee; early decision, delayed admission, and advanced placement programs available.

Costs per Year: \$776 tuition; \$1,953 out-of-state tuition.

Collegiate Environment: The college campus comprises about 1,200 acres of land and extends from the western edge of Colonial Williamsburg to Lake Matoaka and an extensive stretch of beautifully wooded land known as the College Woods. Within its boundaries are three sections known as the Old Campus, the Main Campus, and the



Charlottesville and Albemarle County Chamber of Commerce

August 2, 1977

Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

*DINNER
2 DEC*

Dear Admiral Turner:

I have just spoken to your father about the possibility of your coming down to Charlottesville this Fall and speaking before a joint meeting of the Chamber of Commerce and the Navy League. He indicated to me that you had also been previously invited by the Student Legal Forum of the Law School. Since I have a foot in all three of these camps, I would like to extend an invitation to you to appear at a joint meeting at a date of your choice this Fall.

I was particularly intrigued with the recent 60 Minutes broadcast. Being a former naval officer, I have always been confident in our ability to obtain and evaluate intelligence. What intrigues me, however, is whether we have the lines of communication to disseminate that information to the decision makers. I believe the entire Charlottesville community would be interested in your response to this question.

I look forward to hearing from you.

Sincerely,

Leigh B. Middleditch, Jr.

Leigh B. Middleditch, Jr.
Leigh B. Middleditch



Evening

STAT
cc: Messrs. Edward H. Deets
Fred E. Ferguson
Joseph W. Teague
Oliver S. Turner
Paul H. Wood



LAW OFFICES
Mc GUIRE, WOODS & BATTLE
P. O. Box 1191
COURT SQUARE BUILDING
CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE (804) 977-2500

RICHMOND, VIRGINIA OFFICE
ROSS BUILDING
TELEPHONE (804) 644-4131

September 22, 1977

Mr. William McCue
President
Student Legal Forum
Law School
Charlottesville, Virginia

Dear Bill:

I have just been informed by Admiral Turner's aide, that the Admiral has set Friday evening, December 2, 1977, as the date for his performance in Charlottesville. I would appreciate it if you would take the ball, arrange for the hall and the publicity (noting that the sponsorship is by the Student Legal Forum, the Chamber of Commerce and the Navy League). Please let me know if I can be of any help.

I will let you know further details when received.

Best regards,

Leigh

Leigh B. Middleditch, Jr.

cc:

STAT

STAT

OF CALL

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization)

☐ PLEASE CALL → PHONE NO. _____
CODE/EXT. _____

☒ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Some time shortly after 2 o'clock

804/924-7347

RECEIVED BY	DATE	TIME
-------------	------	------

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

90 : 1969-048-16-80341-1 332-389

63-108

Approved For Release 2009/05/21 : CIA-RDP05S00620R000200440001-1

MEMORANDUM FOR:

Put in call to

Gale A. Mattox

Mary Love

Date

STAT

STAT

**MEMORANDUM
OF CALL**

TO: _____

☒ YOU WERE CALLED BY — John Beckert ☐ YOU WERE VISITED BY — _____

OF (Organization) AVA

☒ PLEASE CALL → ☐ PHONE NO. CODE/EXT. _____

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE _____

STAT

DCI's proposed
trip to Charlottesville

RECEIVED BY [Signature] DATE _____ TIME 1150

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969-O-48-16-80341-1 312-399 63-108

STAT

Approved For Release 2009/05/21 : CIA-RDP05S00620R000200440001-1

Page Denied

Approved For Release 2009/05/21 : CIA-RDP05S00620R000200440001-1

1. But didn't just receive a letter from another legal group in Cville!
2. Set for Friday I'd like to visit as well as tell unit in Cville

8 November 1977

MEMORANDUM FOR: DCI

FROM: *OK*

SUBJECT: Address in Charlottesville, 2 December

1. I received a call today from a member of the Student Legal Forum re your address in Charlottesville. They propose the following schedule:

1730 Cocktails/Reception
1830 Dinner (This would be a dinner for 40-50, to include members of the three groups -- Student Legal Forum, Chamber of Commerce, and Navy League)
2000 Address

2. They would of course like to invite your parents to the dinner and address. Attached is a list from the computer for Charlottesville; I would think you might want to see if we can have the invited to the dinner. Anybody else? I think they would be amenable to a couple more.

✓ 3. Would you want to spend the night in Charlottesville?
With parents. _____ Make other arrangements.

4. Using Gulfstream, schedule would be:

Friday, 2 December

1630 Depart WNA
1705 Arrive Charlottesville
1730 Reception
1830 Dinner
2000 Address

Saturday, 3 December

0900 ~~Depart Charlottesville~~
0935 ~~Arrive WNA~~
Or whenever

Very respectfully, ✓

Page Denied

Next 1 Page(s) In Document Denied

18 November 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM:

SUBJECT: Charlottesville Trip

1. Proposed official party:

DCI
Herb Hetu

DCI Security

2. Proposed Schedule:

Friday, 2 December

1630 Depart WNA
1705 Arrive Charlottesville
1730 Arrive Greencroft Club
1830 Dinner with selected members of Student Legal Forum,
Navy League and Chamber of Commerce (DCI's parents
and are invited)
2015 Depart Greencroft Club
2020 Arrive Chemistry Bldg. Auditorium, University of Virginia
2030 Address Student Legal Forum, Navy League, and C of C
2130 Reception with entire membership of above
RON at O.S. Turners

Saturday, 3 December

0900- Visit Army Foreign Scientific and Technology Center
1000
RON at O.S. Turners

Sunday, 4 December

AM Return to Washington, D.C.

3. The Student Legal Forum asked if you would be interested in having an interview with two student newspapers. I checked with Herb -- he thinks it would be good to do if you have time. Three options:

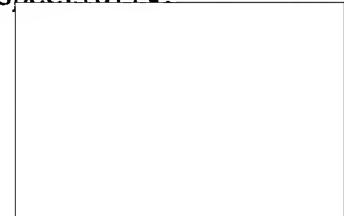
- ___ Reception before dinner is scheduled to start at 1730.
___ We could ask interviewers to be at location of reception/ dinner and do interview there for 20-25 minutes, then on into reception.
- ___ Arrive at Charlottesville at 1630 to facilitate interview before reception.
- ___ Skip it.

4. Another option you might want to consider -- leave Washington, D.C., early enough, say 1530, so you could go from the Charlottesville airport to your parents house to freshen up and perhaps run over your speech once more.

- ___ Depart WNA at 1630, go directly to reception.
- ___ Depart WNA at 1530, stop at parents house before going to reception.

5. I have been in touch with General Aaron's office re your visiting the Army's Foreign Scientific and Technology Center in Charlottesville. They are in the process of setting it up.

Very respectfully



STAT

Page Denied

WELCOME

77-2-27

THE STUDENT LEGAL FORUM
UNIVERSITY OF VIRGINIA SCHOOL OF LAW
CHARLOTTESVILLE, VIRGINIA 22901

Trip File

February 10, 1978

Admiral Stansfield Turner
Director of Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

Dear Admiral Turner:

I wish I were prompt with my thank you letters. In any case, I want to thank you for speaking to the Legal Forum in December. We greatly enjoyed your talk, and I was impressed by your candor and very direct answers. Your appearance made the improving perception of our natuion's intelligence community easy to understand.

Please extend our thanks to your staff. Their professionalism was fantastic and greatly appreciated.

Best to Mrs. Turner.

Sincerely,

Bill McCue

William T. McCue
President

WTMcC:eb

DRKST-PO
USAFSTC
274-74111

Page Denied

The Director of Central Intelligence

Washington, D. C. 20505

10 December 1977

Dear Claire,

I do want to thank you and the officers and civilians on your staff who were good enough to come in last Saturday morning to give me a most interesting view of FSTC's activities. I assure you I found it most enlightening and helpful. It will put into perspective many of the things we are discussing here in Washington.

I hope we can give you the support that you need for the important work you are doing. It is certainly our intent.

Again, many thanks.

Yours,



STANSFIELD TURNER

Col. Claire Reeder, U.S. Army
Foreign Science and Technology Center
Department of the Army
220 Seventh Street, N.E.
Charlottesville, Virginia 22901

The Director
Central Intelligence Agency



Washington, D. C. 20505

9 December 1977

Dear Derwood,

Enjoyed our chat on the telephone on Saturday. As a result, thought you might be interested in a copy of the enclosed "Handbook of Economic Statistics" that we publish every year. On page 18, there is one chart that in a very, very small way approaches the question of capital accumulation that you raised.

It was good to see you even briefly on Friday. All the best.

Yours,

A handwritten signature in dark ink, appearing to be "Stansfield Turner", written over a horizontal line.

STANSFIELD TURNER

Enclosure

Mr. Derwood S. Chase, Jr.
Chase Investment Council Corp.
415 Fourth Street, N.W.
Charlottesville, Virginia 22901

Trip File



Research Aid

Handbook of Economic Statistics 1977

ER 77-10537
September 1977

Charlottesville and Albemarle County
Chamber of Commerce
P. O. Box 1564
Charlottesville, Virginia 22902

Trip File

JOSEPH W. TEAGUE
President

December 7, 1977

Admiral Stansfield Turner
Director CIA
Washington, D. C.
20505

Dear Admiral Turner:

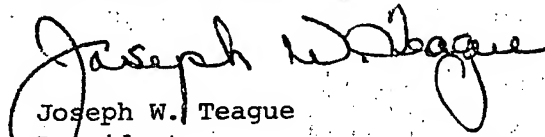
On behalf of the Chamber of Commerce membership, I extend to you our appreciation for taking the time from your busy schedule to visit with us in Charlottesville.

We feel extremely fortunate to have had the opportunity to hear and learn more about the CIA and its operation. Both the dinner and the presentation were very much enjoyed by us all.

If the Chamber of Commerce can be of assistance to you at any time, do not hesitate to let us know.

With best regards,

Sincerely yours,


Joseph W. Teague
President

JWT:lm

Page Denied

Mary

1 December 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM: [REDACTED]

SUBJECT: Charlottesville Trip

1. Proposed official party:

DCI
Herb Hetu

[REDACTED]
DCI Security

2. Proposed schedule:

Friday, 2 December

1610 ENR WNA
1630 Depart WNA (via Gulfstream, 35 minute flight)
1705 Arrive Charlottesville
1730 Arrive Greencroft Club
1830 Dinner with selected members of Student Legal Forum,
Navy League and Chamber of Commerce (DCI's parents
and [REDACTED] will attend)
2015 Depart Greencroft Club
2020 Arrive Chemistry Bldg. Auditorium, University of Virginia
2030 Address Student Legal Forum, Navy League, and C of C
2130 DCI & Mrs. Turner ENR O. S. Turner's
-Herb Hetu, [REDACTED] return to WNA
RON O. S. Turner's

Saturday, 3 December

0810 ENR Army Foreign Scientific & Technology Center
0900- Visit " " " " " " (Met by
1000 Commanding Officer Col. Claire Reeder)
1100 Tennis with [REDACTED]
RON O. S. Turner's

Sunday, 4 December

AM Return to Washington, D.C.

3. Security personnel assigned for
DCI trip to Charlottesville:

STAT

STAT

STAT

cc: Herb Hetu

STAT

DCI Security
O/DCI

UNIVERSITY OF VIRGINIA
CHARLOTTESVILLE

Trip File

OFFICE OF THE PRESIDENT

November 29, 1977

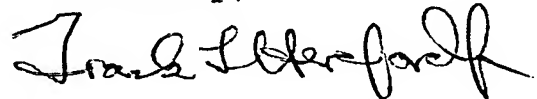
Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Admiral Turner:

I am so sorry my wife, Ann, and I won't be able to see you Friday evening when you come to the University. Unfortunately, we have a commitment that evening of some standing, and it is a commitment I am afraid we must keep.

I think I can assure you of a warm welcome and a good audience on Friday.

Sincerely,



Frank L. Hereford, Jr.
President

FLH:ls

OFFICE OF THE DIRECTOR

Trip file

u

Date: *21 Sept*

TO: *DCI*

FROM: *John*

SUBJECT: *Army/Navy Game - Charlottesville*

REMARKS:

*The Army Navy Game is scheduled
for 1600, 26 Nov. This leaves
2, 3 December open for Charlottesville.
Shall I confirm this date with
Charlottesville? Ygo*

V/Resps



STAT

DCI SCHEDULING ITEM

M

DATE RECEIVED: 8 August 1977DATE OF EVENT: Fall 1977

1. INFORMATION REGARDING THE APPOINTMENT:

- a. Source: Tel: Ltr Fm: Mr. Leigh B. Middleditch, Jr.
- b. Type of event: Guest speaker
- c. Special occasion: Joint meeting of Charlottesville & Albemarle County Chamber of Commerce, Navy League & Student Legal Forum
- d. Date/Time: Fall 1977
- e. Location: Charlottesville, Virginia
- f. Significant info: _____

2. SCHEDULE:

--	--	--	--	--	--	--

3. RECOMMENDATIONS:

	Schedule	Regret	Remarks
AIDE			
PAO	<u>✓</u>		<u>Combine all in one trip -</u>
			<u>which business?</u>
			<u>Answer?</u>
EA			

4. DCI DECISION:

a. SCHEDULE _____ NO _____ SEE ME _____

b. ADDITIONAL ATTENDEES _____

c. PASS TO: DDCI _____ D/DCI/IC _____ D/DCI/NI _____ OTHER _____

5. AIDE FINAL ACTION: Collect 30 Aug



Executive Registry

77-1985

Charlottesville and Albemarle County Chamber of Commerce

August 2, 1977

Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

*DINNER
2 DEC*

Dear Admiral Turner:

I have just spoken to your father about the possibility of your coming down to Charlottesville this Fall and speaking before a joint meeting of the Chamber of Commerce and the Navy League. He indicated to me that you had also been previously invited by the Student Legal Forum of the Law School. Since I have a foot in all three of these camps, I would like to extend an invitation to you to appear at a joint meeting at a date of your choice this Fall.

I was particularly intrigued with the recent 60 Minutes broadcast. Being a former naval officer, I have always been confident in our ability to obtain and evaluate intelligence. What intrigues me, however, is whether we have the lines of communication to disseminate that information to the decision makers. I believe the entire Charlottesville community would be interested in your response to this question.

I look forward to hearing from you.

Sincerely,

Leigh B. Middleditch, Jr.

Leigh B. Middleditch, Jr.

Leigh B. Middleditch

STAT cc: Messrs. Edward H. Deets
Fred E. Ferguson
Joseph W. Teague
Oliver S. Turner
Paul H. Wood

Evening



MEMORANDUM FOR:

DCI -

You will be met
and escorted by the
CO-FSTC

Col. Claire Reeder

(Male - not a "person")

Date 2 Dec

STAT



DEPARTMENT OF THE ARMY
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER
220 SEVENTH STREET, NE.
CHARLOTTESVILLE, VIRGINIA 22901

DRXST-PO

25 NOV 1977

SUBJECT: Admiral Turner's Visit to Foreign Science and
Technology Center

Central Intelligence Agency
Office of the Director
ATTN:
Washington, DC 20505

STAT

Provided herewith is the information you requested on the organization and functions of the Foreign Science and Technology Center. A brief outline of the services performed and a sketch map as a reference aid in locating the Center are also provided.

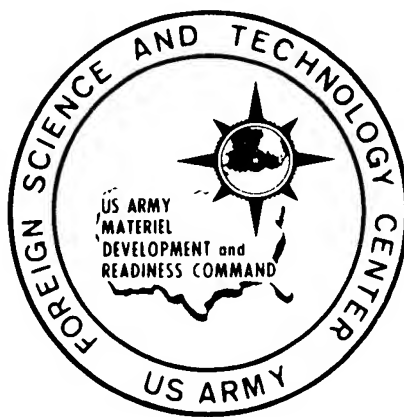
FOR THE COMMANDER:

3 Incl
as

John D. Smith
for
JOHN D. SMITH
Chief, Plans and Operations

FSTCR-10-1

ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND
U S ARMY
FOREIGN SCIENCE AND TECHNOLOGY CENTER



MISSION FUNCTIONS
ORGANIZATION

FSTC REGULATION
1 OCT 77

Doc 1

DEPARTMENT OF THE ARMY
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER
220 Seventh Street, NE
Charlottesville, Virginia 22901

FSTC REGULATION
NUMBER 10-1*

1 Oct 77

ORGANIZATION AND FUNCTIONS

MISSION-FUNCTIONS-ORGANIZATION

	<u>Chapter</u>	<u>Page</u>
PART I - GENERAL		
Introduction-----		2
Responsibilities-----		2
DARCOMR 10-5, Organization and Functions of USAFSTC		3
PART II - INTERNAL ORGANIZATION		
FSTC Organization Chart-----		7
Office of the Commander/Director-----	1	8
Equal Opportunity Office -----	2	9
Civilian Personnel Office -----	3	10
Security Office -----	4	11
Plans and Operations Office -----	5	12
Administrative Services Office -----	6	13
Logistic Services Office -----	7	15
Comptroller -----	8	17
HQS Intelligence Production Directorate -----	9	18
Sciences Division-----	10	21
Military Technologies Division -----	11	22
Electronic Systems Division -----	12	23
Combat Arms Division -----	13	24
Battlefield Systems Division -----	14	25
HQS Technical Services Directorate -----	15	26
Foreign Materiel Program Office -----	16	28
Special Requirements Division -----	17	31
Information Services Division -----	18	35
Production Support Division -----	19	39
Computer Systems Division -----	20	41
Field Support Division -----	21	44
PART III - MISCELLANEOUS SUBJECTS		
Unit History -----	22	47
Concepts of Operations (Relationships) -----	23	49

* This regulation supersedes FSTCR 10-1, 3 Jan 77

FSTCR 10-1

1 OCT 77

PART I - GENERAL

A. Introduction.

This regulation sets forth the mission, functions, and organization of the US Army Foreign Science and Technology Center, Charlottesville, VA, less subordinate TDA units which are covered by separate FSTC regulations. The contents of this regulation implement DARCOMR 10-5, "Organization and Functions, US Army Foreign Science and Technology Center," dated 13 July 1977. This regulation complies with AMC/DARCOM Regulation 10-1 dated 26 April 1974, which directs that all TDA units prepare, publish, and maintain current regulations prescribing local organizations, missions and functions, in accordance with the instructions contained therein. The organization described herein is based on TDA XKWOKPAA, CCNUM X10178.

B. Responsibilities.

Chiefs of divisions and offices will monitor their portion of this regulation to assure that any changes to the mission and functions described herein are promptly reported, through appropriate channels, to the Plans and Operations Office.

The Plans and Operations Office is responsible for maintaining this regulation, including the evaluation and coordination of proposed changes. Changes will be submitted, with justification, to the Plans and Operations Office. When approved, changes will be published and distributed. Division and office chiefs will insure that changes are posted as received.

*DARCOM-R 10-5

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND
5001 Eisenhower Ave, Alexandria, VA 22333

DARCOM REGULATION
No. 10-5

13 July 1976

Organization and Functions

US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER

Paragraph

Purpose	1
Mission	2
Major functions	3
Relationships	4

1. Purpose. This regulation prescribes the mission and major functions of the US Army Foreign Science and Technology Center (FSTC).

2. Mission. To provide all-source, worldwide foreign intelligence in assigned areas to meet the requirements of DARCOM elements. To maintain and operate specialized collection activities, and collect foreign scientific and technical intelligence in response to validated requirements. To develop, maintain, and disseminate foreign scientific and technical intelligence concerning sciences, technologies, and ground forces materiel (other than surface-to-surface, surface-to-air, and antiballistic missile systems) in response to validated production requirements. To direct and control assigned activities.

3. Major functions. The principal functions of FSTC, as designated in DARCOM-R 381 series, or delegated to the Commanding Officer, FSTC, are:

a. Develops and maintains a technical proficiency for continuing scientific and technical intelligence operations in the DIAM 75-1¹ prescribed tasks or task units assigned as either a primary or a supporting responsibility.

b. Develops and maintains a data base of scientific and technical intelligence, covering those tasks or task units assigned to Army (DARCOM) as either a primary or supporting responsibility, and further assigned to FSTC as either a primary or supporting responsibility.

*This regulation supersedes AMCR 10-5, 11 February 1972.

¹This publication may be obtained through the Defense Intelligence Agency, ATTN: DS4C, Washington, DC.

FSTCR 10-1

1 Oct 77

DARCOM-R 10-5

c. Exercises DARCOM-wide program management, within established guidance, of all in-house and external assistance efforts in those tasks or task units assigned as a primary responsibility.

d. Develops and maintains technical relations, through the appropriate foreign intelligence office, with those DARCOM elements assigned research, development, and engineering responsibilities.

e. Prepares scientific and technical intelligence studies, reports, findings, contributions (inputs) to other agency studies, and other projects that are validated by the Defense Intelligence Agency (DIA) within available resources. Provides supporting material required by the US Army Missile Intelligence Agency (MIA), US Army Missile Command, in those tasks or task units assigned to that agency as primary responsibility, and to FSTC as supporting responsibility within available resources.

f. Provides representation required in support of DARCOM; Assistant Chief of Staff for Intelligence (ACSI), DA; and DIA, on joint, national, and international scientific and technical intelligence committees, boards, and groups related to those tasks or task units assigned to FSTC as either a primary or supporting responsibility.

g. Manages the DARCOM Foreign Materiel Program in accordance with policy and guidance provided by Headquarters, DARCOM. Solicits and coordinates requirements for foreign materiel acquisition/exploitation with applicable DARCOM elements and other agencies/services, as appropriate. Prepares and forwards yearly program submission to DRCDE-P. During year of execution, receives program funds from Headquarters, DARCOM and distributes to the field as appropriate. Prepares/coordinates exploitation plans for approval. Supervises execution of the materiel exploitation. Maintains applicable management records and provides related status reporting to higher headquarters. Insures that exploitation reports satisfy requirements and are published and properly distributed.

h. Coordinates, operates, and manages quick-reaction capability (QRC) operations for OCONUS Foreign Materiel acquisition/exploitation, in accordance with higher headquarters guidance. Solicits requirements and establishes work priorities and funding program. Formulates QRC plan and coordinates, as required, QRC Team staffing with appropriate DARCOM commands/activities, and forwards for approval by DARCOM. Obtains and supervises distribution of funds. Establishes office of record for all documentation and photography. Upon direction of DARCOM, publishes OCONUS travel orders for DARCOM team members. Briefs and arranges for travel of personnel and support equipment and extraction of foreign materiel as required. Provides contingency plans for FSTC/MIA Staff augmentation necessary to accomplish increased workload caused by QRC mission.

1 Oct 77

FSTCR 10-1

DARCOM-R 10-5

i. Provides support to Army intelligence collection efforts and coordinates the DARCOM program for collection of foreign scientific and technical information.

j. Provides for the training of personnel and units as assigned.

k. Determines an intelligence contractor's need to know concerning non-Army originated intelligence material and obtains release of the material for the contractor.

l. Receives, evaluates, and validates direct-support scientific and technical intelligence requirements from DARCOM, DA, DOD, and other US Government elements.

m. Provides required scientific and technical intelligence direct support justified by DARCOM elements and other intelligence consumers.

n. Approves distribution of scientific and technical intelligence documents for any tasks or task units for which FSTC is assigned primary responsibility.

o. Provides support for the accomplishment of the foreign intelligence mission of the Director, Development and Engineering, Headquarters, DARCOM. Support includes assisting in the development of intelligence production requirements (IPR) for the headquarters; assisting in the review and processing of IPR's from all other elements of DARCOM; maintenance of the DARCOM-wide "master list" of associated research and development projects/tasks and intelligence tasks; assisting in the development of the Headquarters, DARCOM, Statement of Intelligence Interest (SII); receiving and processing of SII's from all other elements of DARCOM for DARCOM; assisting in the development of Central Information Reference and Control (CIRC) profiles for Headquarters, DARCOM; assisting in the accomplishment of the DARCOM-wide Intelligence Product Evaluation Program. Responding to specific Headquarters, DARCOM, requests for intelligence data, e.g., procuring information, researching, providing analysis, providing oral and written briefings, providing documentation and CIRC support; assisting in the development and processing of special intelligence clearances; assisting in the maintenance of a limited Headquarters, DARCOM, intelligence data base (excluding document receipt and control); assisting in the conduct of DARCOM's Foreign Intelligence Office (FIO) inspections.

p. Assists in the manning of the Headquarters, DARCOM, Operations Center upon call.

~~FSTCR 10-1~~

1 Oct 77

DARCOM-R 10-5

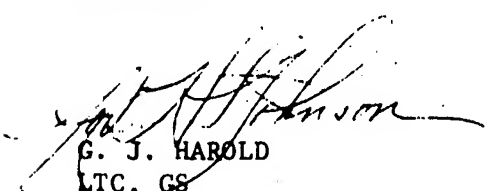
4. Relationships. The Director, Development and Engineering, Headquarters, DARCOM, will exercise operating control over FSTC.

(DRCPA-0)

FOR THE COMMANDER:

OFFICIAL:

ROBERT L. KIRWAN
Brigadier General, USA
Chief of Staff



G. J. HAROLD
LTC, GS
Adjutant General

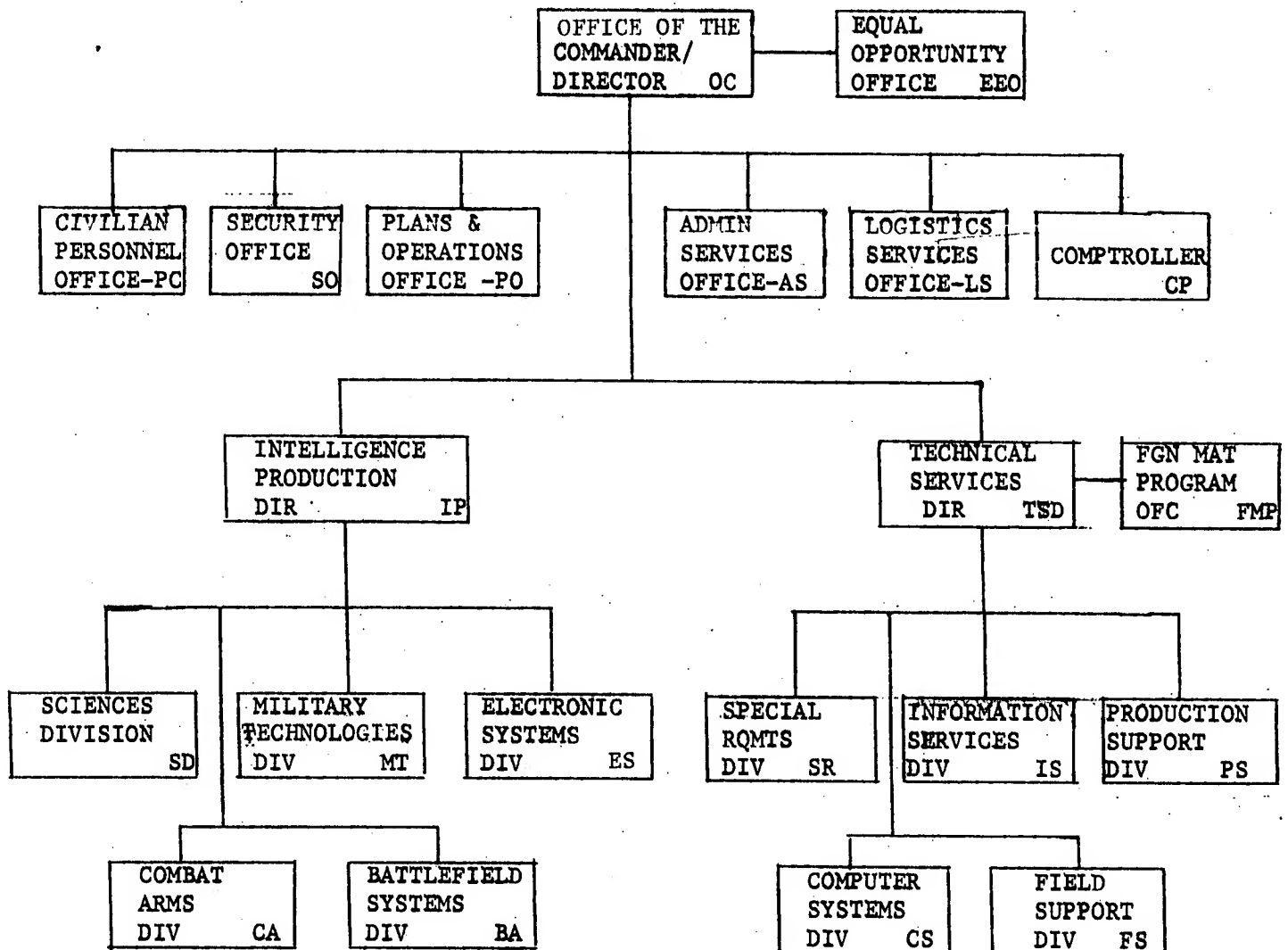
DISTRIBUTION:
A and B

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

This part identifies the mission, functions, and organization of the major organizational elements of FSTC.

ORGANIZATION CHART

PART II - INTERNAL ORGANIZATION

CHAPTER 1 - OFFICE OF THE COMMANDER/DIRECTOR.

1. MISSION. Under the operating control of the Director, Research, Development and Engineering, Headquarters, DARCOM, directs and controls the FSTC and subordinate TDA units in the accomplishment of the mission and major functions outlined in DARCOM Regulation 10-5, "Organization and Functions, US Army Foreign Science and Technology Center," dated 13 Jul 76.

1 Oct 77

FSTCR 10-1

CHAPTER 2 - EQUAL OPPORTUNITY OFFICER.

1. FUNCTIONS. The Equal Employment Opportunity Officer has direct and immediate access to the Commander. EEEO functions include:

a. Providing active leadership in the development and implementation of the local equal employment opportunity action plan. Staffing and publishing the Equal Employment Opportunity Plan of Action.

b. Maintaining continuous familiarity with conditions and circumstances affecting equal employment opportunity within the activity.

c. Participating in and/or conducting statistical or other special program studies to identify out-of-balance employment practices or inequitable management practices.

d. Evaluating and reporting program effectiveness to the Commander and key management officials, with recommendations for change or improvement in the action plan, personnel practices, or other management activities which have impact on the Equal Employment Opportunity Program.

e. Keeping the Commander and other management officials informed of equal employment opportunity conditions in the community which affect employability and opportunities for management to take a more active part in equal employment opportunity activities.

f. Providing a point of contact for coordination, liaison, and information for management and program staff.

g. Providing reports as required by the Civil Service Commission and the Director of Equal Employment Opportunity.

h. Conferring with management to develop flexible and timely solutions to problems, assuring that actions taken are in harmony with both the merit system and Equal Employment Opportunity Program objectives.

i. Furnishing technical guidance and supervision to equal employment opportunity counselors, especially in the resolution of discrimination complaints in the informal stage.

j. Accepting formal complaints when resolutions have not been accomplished during the informal stage and taking immediate action required to process a formal complaint.

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 3 CIVILIAN PERSONNEL OFFICE.

1. MISSION. To plan, develop, implement, and evaluate the Civilian Personnel Program and exercise positive leadership in the development and administration of local policies and programs. Acts under the authority of the Commander/Director and serves as his staff advisor on all aspects of the Civilian Personnel Program.

2. FUNCTIONS.

a. Evaluate the effectiveness of the Civilian Personnel Program and proposed improvements. Provide counseling service to all employees.

b. Administer the Merit Promotion, Career, Performance Appraisal, Incentive Awards, and the Suggestion Programs and legal, regulatory, and procedural controls established within the Federal Personnel System. Issue guidance as required.

c. Maintain maximum strength by timely recruiting, beneficial and constructive relationships with employee groups, and contacts with outside agencies.

d. Develop and maintain a civilian personnel training program to include a new employees orientation, supervisory and managerial training, and career development training.

e. Provide an orderly, correctly classified grouping of positions, and make systematic annual review of all positions; central personnel services; and assistance on individual disciplinary, grievance, and appeal cases.

f. Advise management/supervisors of corrective action needed to improve management of the workforce, and on position structure planning and evaluation especially in connection with TDA planning and review.

g. Assist managers in conducting pertinent investigations, and make available formal and informal methods for resolving grievances and appeals.

h. When directed, develop and coordinate mobilization plan for the civilian workforce.

i. Prepare regular reports on all programs and maintain personnel records.

3. AREAS OF DISCIPLINE RESPONSIBILITIES.

CIVILIAN AWARDS
EMPLOYEE RELATIONS
POSITION AND PAY MANAGEMENT

STAFFING AND MANAGEMENT
TRAINING AND DEVELOPMENT
TECHNICAL SERVICES

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 4 - SECURITY OFFICE.

1. MISSION. To plan, develop, direct, and administer the personnel, information, internal, physical, intelligence, operations, and industrial security programs of the Center. Exercise staff supervision over the security and preservation of order programs and provide security services to the Commander and other personnel and elements of the Center.

2. FUNCTIONS.

a. Develop, plan, administer, and control the civilian applicant, civilian employee, and military personnel security program to include security indoctrination and awareness and the HUMINT threat.

b. Administer and monitor the DOD information security program; the internal security procedures for the Center operations; physical security and preservation of order activities; visitor clearance and control; and the conduct of preliminary inquiries or investigations into alleged security violations, unauthorized disclosures, or criminal acts.

c. Administer the FSTC classification management program and policy concerning the protection of compartmented or sensitive intelligence and sensitive sources or methods of collection and operations. Provide operations security policy guidance and assistance. Perform security reviews of classified information to be released outside the Executive Branch of the government and items intended for public release.

d. Develop or administer security requirements for special access programs; participate in decompartmentation and sanitization processes; and monitor the DOD foreign visit and disclosure program including the release of information to foreign governments.

e. Develop and administer security requirements for contractual support; formulate contributions for command objectives, review and analysis, etc; control the acquisition and storage of information on non-affiliated persons; perform security reviews under the FOIA; and contribute to the program for the preservation of privacy of individuals.

3. AREAS OF DISCIPLINE RESPONSIBILITIES:

CLASSIFICATION MANAGEMENT
CRIME PREVENTION
FIELD INTELLIGENCE
FOREIGN DISCLOSURE
INDUSTRIAL SECURITY
INFORMATION SECURITY
INQUIRIES AND INVESTIGATIONS
SPECIAL SECURITY

INTELLIGENCE SECURITY
INTERNAL SECURITY
OPERATIONS SECURITY
PERSONNEL SECURITY
PHYSICAL SECURITY
PRESERVATION OF ORDER
SECURITY AWARENESS
SECURITY PLANNING AND ANALYSIS

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 5 - PLANS AND OPERATIONS OFFICE.

1. MISSION. To plan, develop, monitor, and administer the procedures governing the intelligence production operation, manpower management, contingency plans, and the manhour expenditure reporting system. Serve as staff advisor on matters relating to these areas.
2. FUNCTIONS.
 - a. Receives, records, and assigns all incoming scheduled and unscheduled intelligence production requirements and monitors the flow of production from receipt to dissemination.
 - b. Recommends policy, develops procedures, prepares directives, prepares periodic reports on the status of production for both internal and external use, and serves as the office of record for all intelligence production.
 - c. Receives, coordinates the scheduling, and publishes agenda for briefings, visits to FSTC special projects, and other activities relating to intelligence production. Prepares a Weekly Activities Report.
 - d. Serves as the point of contact for all matters relating to the production of S&T intelligence, other than technical, manpower management, and emergency contingency planning.
 - e. Provides staff supervision over the development and preparation of tables of distribution and allowances (TDA) and mobilization TDA's.
 - f. Coordinates the FSTC manpower management functions.
 - g. Develops and prepares the FSTC War Emergency, Civil Disturbance, and Disaster Control Plans. Serves as the Self-Protection Coordinator for FSTC. Conducts fire drills and other tests as required.
 - h. Develops and maintains the FSTC Manhour Expenditure Reporting System.
 - i. Serves as the Unit Historian.
3. AREAS OF DISCIPLINE RESPONSIBILITIES.

BRIEFINGS AND VISITS
CONTINGENCY PLANS:
Civil Disturbance
Disaster Control
Mobilization
War Emergency

PRODUCTION SCHEDULING AND CONTROL
MANPOWER EXPENDITURE REPORTING PROCEDURES
MANPOWER MANAGEMENT
TDA & MOBTDA
MANPOWER SURVEYS

PART II - INTERNAL ORGANIZATION

CHAPTER 6 - ADMINISTRATIVE SERVICES OFFICE.

1. MISSION. To provide administrative support to all elements of FSTC, and exercise staff supervision over these functions.

2. FUNCTIONS. Major functions are categorized for clarity.

a. Adjutant/Chief Administrative Services serves as the principal staff officer for military personnel management, correspondence management, morale and welfare relating to military members and their dependents, authenticates routine correspondence, acts as congressional action coordinator, advises the Commander and staff on matters pertaining to military justice and legal affairs, and performs ceremonial duties of Adjutant as required. Performs function as office of record for actions relating to Freedom of Information Program, Command and Public Information Program, and military and occupational (civilian) medical care program which are under the direct supervision and control of the Executive Officer.

b. Records Management Office is responsible for operation of the FSTC Records, Forms, Files and Administrative Publications Management Programs; coordinates and prepares Intraservice and Interservice Agreements; maintains AFSTC, DARCOM, & DA administrative publications reference library, and promulgates administrative publications; publishes organization charts, administrative bulletins, personnel directories, and administers the civilian time and attendance reporting system.

c. Receives, dispatches, and controls classified and unclassified mail and electrical messages; operates the internal distribution center and maintains liaison with the local Postal service and other agency distribution centers, as necessary.

d. Maintains the FSTC Secret document control system and its related functions and is responsible for the final destruction of classified waste through Secret.

e. Military Personnel.

(1) Processes and controls enlisted efficiency reports and publishes officer rating scheme and controls and processes officer evaluation reports; processes personnel actions and requests for assigned/attached military personnel to include members of overseas teams; processes recommendations for awards and arranges for presentation when applicable and prepares Home Town News Releases when appropriate; prepares military personnel requisitions for FSTC and the overseas teams and reviews enlisted nominations for the overseas teams. Provides orderly room services for all assigned and attached military personnel.

(2) Provides feeder information for personnel records maintenance, and provides personnel counseling and personnel management guidance to overseas teams when required; provides educational counseling and assistance in the areas of tuition assistance, Army correspondence schools, and degree completion programs.

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 6 - ADMINISTRATIVE SERVICES OFFICE (Continued).

3. AREAS OF RESPONSIBILITY.

ADMINISTRATIVE PUBLICATION MANAGEMENT
ALCOHOL AND DRUG ABUSE PROGRAM
CIVILIAN TIME AND ATTENDANCE PAYROLL PROGRAM
CONGRESSIONAL ACTIONS
DISTRIBUTION CENTER OPERATION
LEASED HOUSING PROGRAM (MILITARY)
MAIL (OFFICIAL) RECEIPT, DISPATCH, AND DISTRIBUTION"
MESSAGE CENTER OPERATION
MILITARY PAY ACTIONS
MILITARY ACTIONS AND MANAGEMENT PROGRAM
MILITARY TRAINING AND REENLISTMENT
PUBLICATIONS AND BLANK FORMS REQUISITIONING AND DISTRIBUTION
PUBLICATIONS (GENERAL ADMINISTRATIVE) LIBRARY
RECORDS MANAGEMENT
REPORTS CONTROL
RESERVE AFFAIRS
SAFETY (COMMAND) PROGRAM
SECRET DOCUMENT AND PUBLICATIONS CONTROL

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 7 - LOGISTICS SERVICES OFFICE .

1. MISSION. To provide logistic services and support to all elements of the Center and to exercise staff supervision over these functions.

2. FUNCTIONS. Major functions are categorized for clarity.

a. Property and Supply.

(1) Provides FSTC elements with supplies, equipment, furniture, and related services and expendable supplies by operating the supply store; operates the FSTC Installation Equipment Management Program; maintains the Property Accountability System to include requisitioning, receipt, issue, storage, and turn-in and provides authorized purchasing and contract services; provides for military personnel authorized clothing issue and turn-in to include maintenance of clothing records and related functions.

(2) Administers building space management program, maintains liaison with the GSA building manager on routine matters and is responsible to the Adjutant for the housing referral and leased family housing program.

(3) Directs the FSTC Safety Program (Safety Officer's mission functions) which includes responsibilities imposed by the Occupational Safety and Health Act, prevention of injuries to military and civilian personnel, development of Safety Standards and Regulations, Safety Committee Activities, Safety Program Management, Safety Education and Promotion, and Safety Training.

b. Transportation and Travel.

(1) Controls, prepares, and authenticates travel orders for military and civilian personnel; plans itineraries to include selection of mode of travel and the most economical route; acts as Working Group Cashiers for the issuance of travel advances and issues travel requests; processes and forwards request for OCONUS travel and in an emergency situation controls, prepares, and issues OCONUS travel orders with the approval of DARCOM; assists in the preparation of official passport applications.

(2) Controls and maintains assigned vehicles, vehicle records, and vehicle feeder information, and schedules FSTC Government aircraft; controls authorized parking spaces.

(3) Issues Government Bills of Lading and coordinates military and civilian household goods shipments and other freight shipments to and from AFSTC.

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 7 - LOGISTICS SERVICES OFFICE (Continued).

3. AREAS OF DISCIPLINE RESPONSIBILITIES.

BUILDING SERVICES
BUILDING SPACE MANAGEMENT
CONTRACT MANAGEMENT
COURIER RUN TO METROPOLITAN WASH., D.C.
OFFICIAL MILITARY VEHICLE CONTROL
OFFICIAL PASSPORT PROCUREMENT AND CONTROL
PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES
PROPERTY ACCOUNTABILITY
SUPPLY ROOM (GENERAL OFFICE)
TRAVEL RESERVATIONS (OFFICIAL)
TRAVEL ORDERS (PREPARATION)
TRAVEL PAYMENTS (ADVANCED)
VEHICLE OPERATORS LICENSING (GOVERNMENT)

31 OCT 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 8. COMPTROLLER.

1. MISSION. To develop current and Five-Year Program and Budget documents encompassing DoD, DA, & DARCOM requirements for S&T intelligence and the Intelligence Data Handling Programs. Exercise staff supervision over the execution of approved programs and manage and control the utilization of authorized funds. Maintain a review and analysis system and serve as the staff advisor to the Commander on all financial management and management analysis programs.

2. FUNCTIONS. a. Furnish staff guidance to Center elements and the over-sea teams on Comptroller matters. Assist external agencies, as required.

b. Establish and coordinate policies, standards, methodology, procedures, and techniques in the application of cost analysis findings in program development, budget formulation, inputs to cost studies, and their analysis.

c. Develop methods, policies, and procedures for budget formulation, justification and administration; prepare the FSTC FY Command Operating Budget, Budget Execution Reviews, DARCOM Resource Management and Manpower Utilization Reports. Consolidate, compile, evaluate, and analyze reports required for higher headquarters on financial matters and perform monthly and quarterly evaluation of all costs to determine obligation progress and status.

d. Process Commercial invoices and Intra/Inter Service accounting transactions billings, for payment, forwarding to servicing F&A office for disbursement. Receive, account for, and process the receipt of other funds for citation on FSTC documents. Certify fund availability.

e. Develop and coordinate program planning procedures and policies for the preparation of the input data for the Unit/Activity Change Request to the General Defense Intelligence Program (GDIP). Consolidate, compile, evaluate, and analyze input data and formulate recommendations for command decisions.

f. Develop procedures, formulate, and administer preparation of all requests for external approval of work statements, external assistance, reprogramming actions, and proposed command objectives. Prepare and publish the fiscal year Command Operating Program.

g. Develop the quarterly review and analysis report for the Commander's approval. Conduct internal reviews to determine if established and applicable policies, regulations, and procedures are being complied with.

h. Coordinate and exercise staff supervision over the cost reduction and management improvement programs.

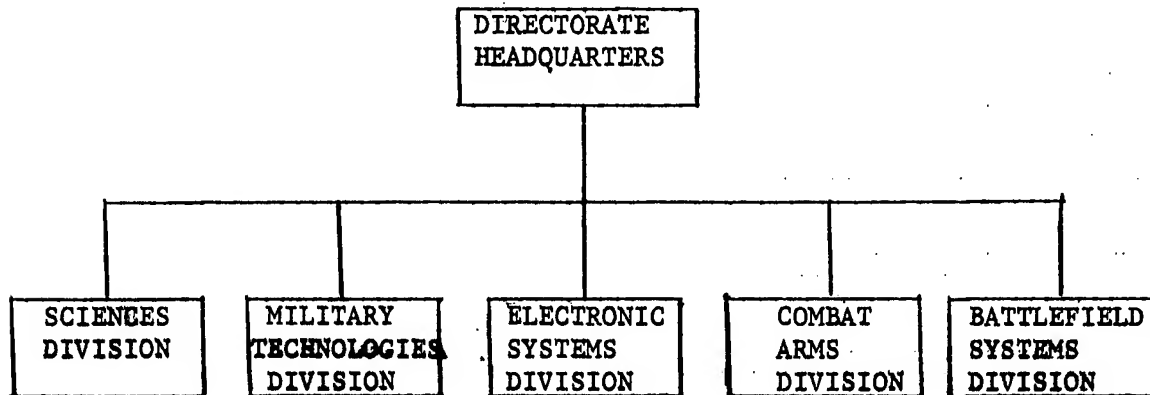
3. AREAS OF DISCIPLINE RESPONSIBILITIES.

BUDGET -- COST ANALYSIS/COST REDUCTION -- PROGRAMS -- REVIEW AND ANALYSIS

FSTCR 10-1

1 OCT 77

PART II - INTERNAL ORGANIZATION

CHAPTER 9 - INTELLIGENCE PRODUCTION DIRECTORATE.

1. MISSION. To direct, control, and coordinate the scientific and technical intelligence production program as organizationally and functionally assigned to and conducted by the ^organizations of this directorate. To provide scientific and engineering advice to the Command Group concerning technical advances in foreign countries.

2. DIRECTORATE FUNCTIONS.

a. Exercise quality assurance over all Center S&TI products. Insure that products meet scope requirements, established schedules and are presented in a manner suitable for use by customers as a decision-making and/or reliable technical data information source. Initiate timely remedial actions when required.

b. Monitor major problem areas and take actions for optimization of intelligence production services.

c. Insure coordination of activities involving more than one division.

d. Participate in production planning and programming by maintaining close working liaison with the **Technical Services Directorate** and the Center staff to insure that the workload within FSTC is scheduled at a uniform level.

e. Maintain liaison with personnel at US Army R&D laboratories and arsenals and with offices and agencies within and outside DOD that have a need for foreign S&TI.

f. Maintain liaison/collaboration with external agencies to include (but not limited to) DIA, OSD (DIA/DDRE), US Army (ACSI, DCSRDA, TRADOC, FORSCOM, SG, CE, and DARCOM elements), USAF (FTD), and USN (NISC).

g. Examine S&T Trends and provide projection studies in support of Generic Threat Studies.

1 OCT 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 9 - INTELLIGENCE PRODUCTION DIRECTORATE (Continued)

h. Monitor the Professional Reservists Intelligence Production Support (PRIPS) Program for the Center and other reserve utilization/training activities specific to the directorate.

i. Serves as top-level review authority for all projects dealing with air defense systems, prepared by elements of the Center.

3. FUNCTIONS COMMON TO ALL DIVISIONS. The functions described in this paragraph apply to all of the divisions of the Intelligence Production Directorate and are common to all branches with an analytical (intelligence producing) capability.

a. Plan, develop, and implement a balanced operating program for the production of S&TI.

b. Conduct surveys of available scientific and technical information and intelligence holdings to determine validity, applicability, and usefulness to S&TI users.

c. Identify information deficiencies and provide appropriate guidance for collectors and other sources to fill information gaps.

d. Organize information and unevaluated intelligence data to facilitate retrieval and utilization for the production of formal and quick-reaction foreign S&TI products.

e. Appraise systematically available intelligence holdings and scientific and technical publications to identify significant foreign scientific and technical advances, trends, directions, and patterns.

f. Produce, compile, exercise quality control of, and coordinate foreign S&TI publications.

g. Participate in the preparation and dissemination of significant current intelligence.

h. Prepare and present briefings to all levels of the Army, DOD, and other agencies.

i. Establish requirements, develop and/or coordinate on exploitation plans, and provide pertinent technical guidance for the exploitation and/or acquisition of foreign ground forces materiel.

j. Provide representation for DARCOM, ACSI/DA, DIA, and DOD on international, national, and internal committees, boards, and working groups.

FSTCR 10-1

1 OCT 77

PART II - INTERNAL ORGANIZATION

CHAPTER 9 - INTELLIGENCE PRODUCTION DIRECTORATE (Continued).

k. Maintain liaison with counterparts in other intelligence agencies, the R&D community, and DOD elements having mutual interest areas.

l. Develop appropriate scientific/engineering simulation models for computer adaptation to provide an analytical tool for the production of intelligence and technological threat data.

m. Maintain a viable reservist utilization/training program.

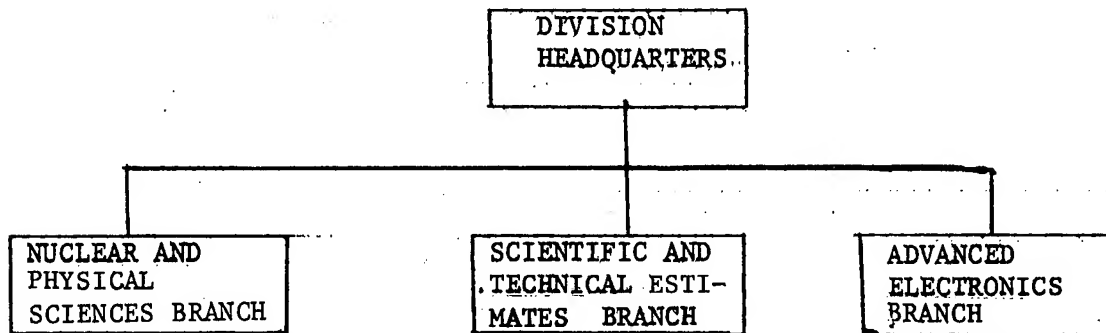
n. Sustain automatic data processing activities in support of the Center's S&TI data base and scientific/engineering programs.

1 OCT 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 10 - SCIENCES DIVISION.



1. MISSION: To produce all-source world-wide S&T intelligence on foreign ground forces systems, materiel, and R&D (to include related technologies and applications, research, and the factors of manufacture, supply, and utilization which influence their design, development, and employment) for the determination of foreign state-of-the-art and identification of advanced foreign weapons concepts and development.

2. FUNCTIONS. The production functions applicable to this division are described in Chapter 9, para 3.

3. AREAS OF RESPONSIBILITY:

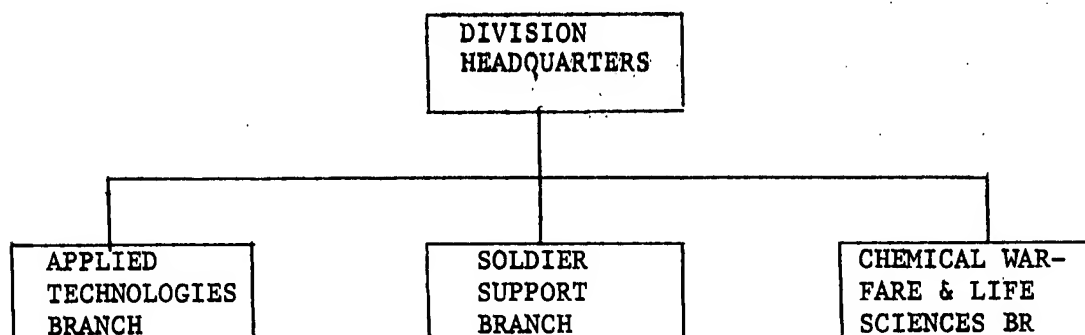
- ADVANCED COMMUNICATIONS
- ADVANCED ELECTRONICS
- CHEMICAL RESEARCH
- DIRECTED ENERGY
- FORECASTING AND ESTIMATES
- INFRARED AND NIGHT VISION
- NUCLEAR WEAPONS AND EFFECTS
- OPERATIONS AND CONTROL THEORY
- PHYSICS RESEARCH
- SCIENTIFIC POLICY AND ORGANIZATIONS

FSTCR 10-1

1 OCT 77

PART II - INTERNAL ORGANIZATION

CHAPTER 11 - MILITARY TECHNOLOGIES DIVISION.



1. MISSION. To produce all-source world-wide S&T intelligence on foreign ground forces systems, materiel, and R&D. (to include related technologies and applications, research, and the factors of manufacturing, supply, and utilization which influence their design, development, and deployment) for those applied technologies which are essential for the maintenance of ground force operations with respect to both personnel and materiel.

2. FUNCTIONS. The production functions applicable to this division are described in Chapter 9, para 3.

3. AREAS OF RESPONSIBILITY.

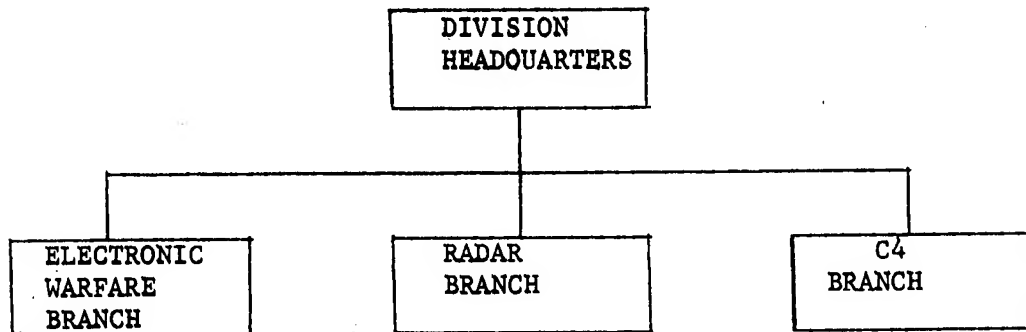
ADVANCES IN BIOLOGY
 ATMOSPHERIC TECHNOLOGY
 CBW
 EXPLOSIVES AND PROPELLANTS
 ENERGY
 MATERIALS
 SMOKE
 WELL-BEING OF THE INDIVIDUAL
 HUMAN FACTORS

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 12 - ELECTRONIC SYSTEMS DIVISION.



1. MISSION. To produce all-source world-wide S&T intelligence on foreign ground forces systems, materiel and R&D (to include related technologies and applications, research, and the factors of manufacture, supply, and utilization which influence their design, development, and deployment) for fielded electronic systems, their characteristics, components, deployment, and employment required to maintain and support ground force operations.

2. FUNCTIONS. The production functions applicable to this division are described in Chapter 9, para 3.

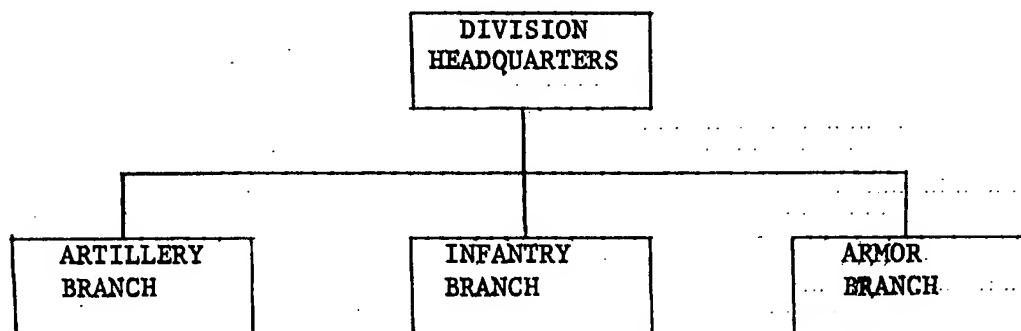
3. AREAS OF RESPONSIBILITY.

COMMAND AND CONTROL
COMPONENTS
COMPUTER TECHNOLOGIES AND APPLICATIONS
ELECTRICAL COMMUNICATIONS SYSTEMS
ELECTRONIC SIGNATURES
ELINT DATA ANALYSIS
RADAR SYSTEMS
RADIOELECTRONIC COMBAT
SENSORS

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 13 - COMBAT ARMS DIVISION.

1. MISSION. To produce all-source world-wide S&T intelligence on foreign ground forces systems, materiel, and R&D (to include related technologies and applications, research, and the factors of manufacture, supply, and utilization which influence their design, development, and deployment) for all foreign combat arms weapon systems which comprise ground force firepower to include characteristics, components, deployment and employment.

2. FUNCTIONS. The production functions applicable to this division are described in Chapter 9, para 3.

3. AREAS OF RESPONSIBILITY.

ATGM COUNTERMEASURES

AAA

AMMUNITIONS (LESS MINES AND MINE WARFARE)

ARMORED VEHICLES

EOD

FIRE CONTROL

GUNS AND HOWITZERS

INFANTRY ANTI-TANK WEAPONS

MATERIEL READINESS

MOBA

MORTARS

ROCKETS

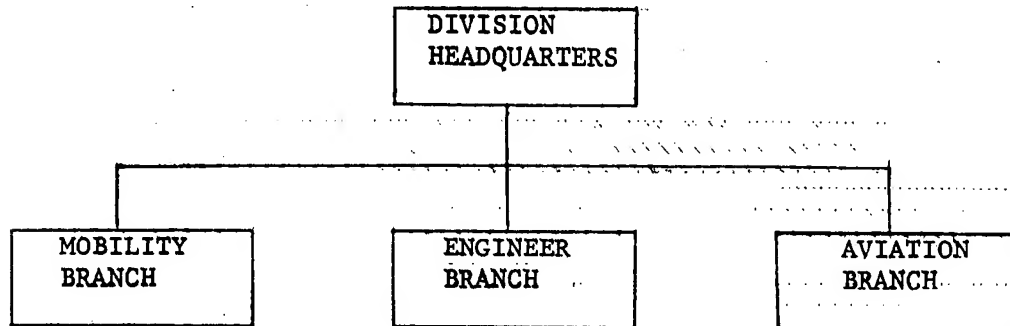
SELF-PROPELLED ARTILLERY, ASSAULT GUNS

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 14 - BATTLEFIELD SYSTEMS DIVISION.



1. MISSION. To produce all-source world-wide S&T intelligence on foreign ground forces systems, material, and R&D (to include related technologies and applications, research, and the factors of manufacture, supply and utilization which influence their design, development, and deployment) for those systems which support combat activity with respect to mobility (air and ground) and the engineerings and technological bases involved.

2. FUNCTIONS. The production functions applicable to this division are described in Chapter 9, para 3.

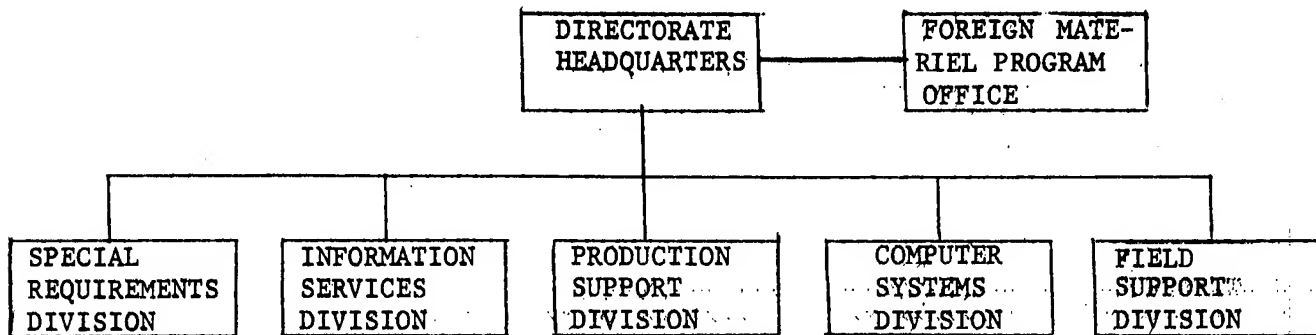
3. AREAS OF RESPONSIBILITY.

AERIAL DELIVERY
AIRCRAFT WEAPONS
ARMY LOGISTICS SYSTEMS
AVIONICS
COMBAT RECONNAISSANCE
DRONES
ENGINEER COMBAT SYSTEMS
ENGINEER SUPPORT SYSTEMS
LAND MOBILITY SUPPORT
LIGHT AIRCRAFT SYSTEMS (INCLUDING HELICOPTERS AND LIGHT FIXED WING)
TOPOGRAPHIC ENGINEERING

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 15 - TECHNICAL SERVICES DIRECTORATE.

1. MISSION. To manage the technical services activities of the FSTC intelligence production program principally through the supervision of the five divisions and the Foreign Materiel Program Office. Assigned operational control of the DARCOM and the FSTC Foreign Materiel Program (FMP), which is placed under the Foreign Materiel Program officer who is also the DARCOM FMP officer. Manages the DARCOM directed five-year incremental community relations program, and exercises staff supervision over the Scientific and Technical Information Team - Europe and the Science and Technology Center, Far East Office.

2. FUNCTIONS.

a. Provide production support to the Intelligence Production Directorate, DARCOM, OACSI, DA, and the Judge Advocate General School and technical assistance to the FSTC staff offices.

b. Supervise the development of long-range plans for the modernization of procedures and equipment utilized by FSTC.

c. Exercise overall management and command policy direction of the DARCOM Foreign Materiel Program (FMP), to include:

(1) Develop applicable FMP command policy and guidance for approval by DARCOM and monitor implementation on approval.

(2) Develop the DARCOM FMP and budget and submit to higher headquarters for approval; approve changes to the approved program to include follow-on requirements and targets of opportunity.

(3) Resolve conflict of priorities between exploitation tasks and other DARCOM mission activities.

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATIONS

CHAPTER 15 - TECHNICAL SERVICES DIRECTORATE (Continued).

(4) Approve exploitation plans for materiel of Army interest and review draft exploitation plans pertaining to foreign materiel of multi-service interest or high visibility.

(5) Validate procurement work directives for approved exploitation/evaluation projects; release applicable funding, and monitor execution.

(6) Insure related progress reporting is provided to higher headquarters, as required.

(7) Designate the responsible agency for FMP projects.

(8) Designate the Executive Committee Chairman for those Tri-Service exploitations which DA, as the designated Executive Agency, has assigned to DARCOM.

(9) Direct DARCOM QRC activities IAW AR 381-9 and DARCOMR 381-2.

(10) Coordinate selected projects with HQ, DARCOM as required.

(11) Maintain direct liaison with DOD, DA, and other appropriate services/agencies.

(12) Maintain close liaison with DARCOM FIO's on all matters relating to the FMP.

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 16 - FOREIGN MATERIEL PROGRAM OFFICE.

1. MISSION. Under the direction of the Foreign Materiel Program Officer provides continuous management and centralized coordination of the DARCOM Foreign Materiel Program (FMP). Serves as the focal point for HQ DARCOM on FMP matters and monitors efforts of participating DARCOM organizations and provides tasking/guidance as required. Coordinates priorities, resources, and objectives of the FMP and various efforts therein, and effect the maximum utilization of the resources allocated to the FMP. Manages the FSTC program for exploitation of foreign materiel (FOM) which encompasses the acquisition, receipt, exploitation, publication, and dissemination of exploitation reports, utilization and disposition of foreign materiel for intelligence and/or R&D purposes.

2. FUNCTIONS:

a. Acts as the focal point for the development, implementation, and execution of the DARCOM FMP and assists in the preparation of the FMP budget.

b. Assists in the development of applicable FMP command policy and guidance for DARCOM approval, and implements on approval.

c. Reviews and coordinates requirements for FOM acquisition/exploitation projects with DARCOM elements and other services/agencies.

d. Review/prepares draft exploitation plans for materiel of Army interest (except missiles and missile related items)..

e. Reviews and coordinates draft exploitation plans pertaining to materiel of multi-service interest or of high visibility.

f. Approves work directives for approved exploitation/evaluation projects and monitors execution.

g. Monitors resource utilization and program accomplishments of DARCOM subordinate elements engaged in FMP exploitation/evaluation projects by means of review and analysis of periodic progress reporting and staff visits to the participating field elements. Maintains applicable management records and prepares related progress reports to higher headquarters.

h. Develops applicable DARCOM policy and guidance for Quick Reaction Capability (QRC) operations. Prepare and coordinate QRC plans for approval by higher headquarters, and monitors QRC operations for OCONUS foreign materiel acquisition/exploitation, to include MIA QRC operations.

i. Manages the FSTC FMP which includes the acquisition, shipment, identification, reporting, utilization, exploitation and disposition of all foreign ground forces materiel (except medical and cryptographic) and the publication and dissemination of exploitation reports in accordance with DIAR 58-4 and implementing regulations.

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 16 - FOREIGN MATERIEL PROGRAM OFFICE (Continued).

j. Receive, process, and coordinate all requirements for cost, availability, and acquisition of FOM. Prepare collection instruments for validation and levy on collectors; manage collection efforts to include funding, transportation and coordination of EOD support; Administer that portion of the Human Intelligence Tasking System (HITS) pertaining to materiel collection in accordance with DIAM 58-2 and implementing regulations; support the DIA intelligence report evaluation program in accordance with DIAR 58-9.

k. Finalize identification of new items of FOM in coordination with production analysts; develop nomenclature; assign foreign materiel identifying numbers for all ground force materiel, except medical; report all FOM acquisitions to DIA and provide representation on the DIA CHUCKWAGON committee.

l. Maintain records on all FOM ground force items of interest to the Army and DOD; manage the DARCOM inventory and maintain exploitation records. Maintain the FSTC secure storage vault in the Federal Office Building.

m. Approve loan of FOM to other services/agencies, and maintain direct liaison with DA, DOD, and other services/agencies.

n. Monitor and manage the FOM exploitation program to include the announcement of opportunities for exploitation of materiel; receipt, processing and coordination of all exploitation requirements; coordination, consolidation, and development of administrative guidance for all exploitation plans (except missiles); monitor the progress and status reports; monitor the preparation, publication and dissemination of exploitation reports; assure the accomplishment of objectives within the scheduled time frame; and insure satisfaction of requirements in accordance with DIAR 58-4 and implementing regulations.

o. Manage the DA QRC operations OCONUS, as directed by AR 381-9 and DARCOMR 381-2, for the acquisition of information and materials, to include the on-site exploitation of materiel that cannot be evacuated to CONUS. Manage and coordinate the receipt, processing, and dissemination of all documentation, photography and information acquired through QRC operations. Publish intelligence reports as required. Manage and coordinate all release actions to source country. Manage the unsolicited proposal responsibility.

p. Serve as the central point of control for all scale models present in the Federal Office Building, Charlottesville, VA.

q. Assume the duties of the Foreign Materiel Program Officer, Technical Services Directorate, in his absence.

3. AREAS OF RESPONSIBILITY.

D650 PROGRAM
EXPLOITATION PLANS (REVIEW/APPROVAL)
EXPLOITATION REPORTS (REVIEW/APPROVAL)

FSTCR 10-1

1 OCT 77

PART II - INTERNAL ORGANIZATION

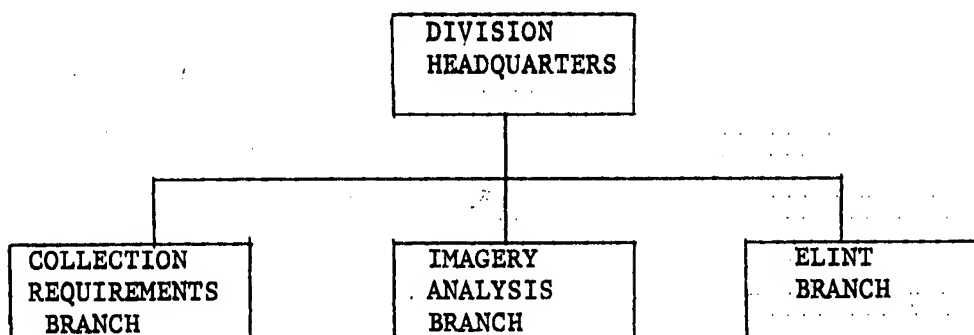
CHAPTER 16 - FOREIGN MATERIEL PROGRAM OFFICE (Continued).

3. AREAS OF RESPONSIBILITY (Continued).

EXPLOITATION REQUIREMENTS
FUNDING (R&D AND INTELLIGENCE)
GUIDANCE AND POLICY
LIAISON - DOD, DA, OTHER SERVICES/AGENCIES
MATERIEL COLLECTION REQUIREMENTS (MANAGE)
ORIENTATIONS AND BRIEFINGS
PROGRAMMING (R&D AND INTELLIGENCE)
QUICK REACTION CAPABILITY PLANS
 QRC RELEASE ACTIONS TO SOURCE COUNTRY
 QRC RELEASE APPROVAL (EXPLOTTATION REPORTS)
 QRC OCONUS OPERATION (MANAGE)
 QRC OPERATIONS (RECEIPT, PROCESSING, DISSEMINATION ALL DOCUMENTATION
REPORTING
REPRESENTATION - FORMAT
REPRESENTATIVE "CHUCKWAGON"
REVIEW AND COORDINATION
SCALE MODEL CONTROL
SECURE STORAGE VAULT (FSTC)
STAFF VISITS
SUPPORT TO TRI-SERVICE PROGRAMS
UNSOLICITED PROPOSALS

PART II - INTERNAL ORGANIZATION

CHAPTER 17 - SPECIAL REQUIREMENTS DIVISION.



1. MISSION. To provide all-source, foreign scientific and technical information collection support to FSTC, DARCOM, ACSI/DA, and DIA as required. To exercise staff supervision over the two FSTC oversea teams, on behalf of the Director, Technical Services Directorate. To provide necessary in-house photo analysis support and target identification as necessary for multi-sensor reconnaissance in support of FSTC and DARCOM. To process and analyze ELINT data for FSTC and the intelligence community.

2. FUNCTIONS.

- a. Coordinate the total collection management and analysis effort and related activities of assigned branches, and provide guidance as to policies and objectives, as required, to accomplish assigned mission. (SR)
- b. Coordinate the Washington area activities in support of SR Division mission accomplishment, through a liaison officer (WLO). (SR)
- c. Manage foreign scientific and technical information collection requirements to include background guidance in support of FSTC, DARCOM, ACSI, and DIA. Requirements are levied on the HUMINT, SIGINT, MASINT, and PHOTINT collection systems. (SR1)
- d. Manage and administer within FSTC and DARCOM, and coordinate with ACSI, DIA, and CIA, the worldwide human source exploitation program in accordance with DIAM 58-2. (SR1)
- e. Manage and administer within FSTC and DARCOM, and coordinate with ACSI, DIA, CIA, and NSA, the SIGINT collection program in accordance with AR 381-5 and DIAM 58-2, Part B. (SR1)

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 17 - SPECIAL REQUIREMENTS DIVISION (Continued).

f. Manage and administer within FSTC and DARCOM, and coordinate with ACSI and DIA, the MASINT collection program in accordance with DIAM 58-2, Part 10. (SR1)

g. Manage and administer with FSTC and DARCOM, the HUMINT, SIGINT, MASINT, and PHOTINT reporting evaluation programs. (SR1, SR2)

h. Maintain control and records of all collection actions levied in support of all production tasks, time sensitive collection opportunities, and special collection potential levied on HUMINT, SIGINT, and PHOTINT resources. (SR1)

i. Arrange with DIA Attache Affairs Office for selected military attaches to visit FSTC prior to leaving on their oversea assignments. Coordinate the visit within FSTC production divisions and offices. Arrange for debriefing selected attaches. (SR1)

j. Administration of Intelligence Contingency Funds in support of FSTC and two oversea teams. (SR1)

k. Provide operational guidance to the oversea teams under control of FSTC. Manage and monitor the orientation and training of personnel assigned to these teams. (SR1)

l. Manage the release, by either team, of US scientific and technical information to foreign governmental organizations or to foreign nationals. (SR1)

m. Provide representation to DARCOM, ACSI, DIA, DOD, CIA, and NSA on national, international, and internal committees, boards, and working groups, and ad hoc committees on matters relating to information collection plans, systems, technical analysis, and requirements. (SR1, SR2, SR3)

n. Provide quick-reaction imagery interpretation, photo analysis, and targeting requirements for foreign ground weapon systems. Provide imagery analysis support to S&TI production. Represent FSTC and Army on the Mensuration Standards Working Group (USIB). Maintain a data base on control of "ground truth" information required for photo analysis and mensuration. Follow developments in the state-of-the-art and program for updating equipment and analysis systems in such areas as imagery enhancement. (SR2)

o. Represent FSTC in matters relating to decompartmentation, sanitization, and decontrol of sensitive compartmented imagery intelligence materials. Provide technical guidance and advice to the analyst and the Commander in these matters. (SR2)

PART II - INTERNAL ORGANIZATION

CHAPTER 17 - SPECIAL REQUIREMENTS DIVISION (Continued).

p. Prepare and submit to ACSI, DA, as required, target data necessary for multi-sensor reconnaissance in support of the Center and DARCOM. (SR2)

q. Task USAIIC and other intelligence community elements, as necessary to provide detailed and specific direct imagery exploitation support for FSTC S&TI production, to include mensuration, drawings, area searches, imagery enhancement, and other tasks required to supplement the in-house capabilities of Imagery Branch. (SR2)

r. In support of DIA tasking, prepare timely reports on significant new S&T information derived from imagery. Disseminate reports through the weekly wire or supplemental messages. (SR2)

s. Process and evaluate raw ELINT data. Furnish results of signal analysis to ES Division and the technical intelligence community. Maintain a local ELINT Data Base for FSTC analysts. Support ES Division development of input to the National Data Base (KILTING) by providing ELINT data. Evaluate ELINT data on FSTC assigned signals of responsibility developed by other members of the technical ELINT community. Maintain and keep appropriate records on all electronic equipment used in the FSTC ELINT Lab. Watch for and analyze new signals of interest to FSTC. Produce finished ELINT products under the Shared Analysis Effort. (SR3)

3. AREAS OF RESPONSIBILITY.

ACQUIRE, PROCESS, AND ANALYZE ELINT TAPE RECORDINGS
ADMINISTRATION OF ICF FUNDS
BRIEF AND DEBRIEF ATTACHES AND OTHER FIELD COLLECTORS
COGNIZANCE OF NEW SIGNALS
COLLECTION REQUIREMENTS (HUMINT, SIGINT, MASINT, PHOTINT)
COORDINATE SATISFACTION OF INTELLIGENCE GAPS, ALL-SOURCE
COORDINATE THROUGH WLO
ELINT PROGRAM REVIEWS
IDENTIFY AND EXPLOIT COLLECTION OPPORTUNITIES
IMAGERY ANALYSIS
IMAGERY TARGETING SUPPORT
IR EVALUATION
MAINTAIN LOCAL ELINT DATA BOOK
MAINTENANCE OF LAB EQUIPMENT
MONITOR COLLECTION ON MAJOR FSTC PRODUCTION TASKS
OPERATIONAL GUIDANCE TO OVERSEA TEAMS

PART II - INTERNAL ORGANIZATION

1 Oct 77

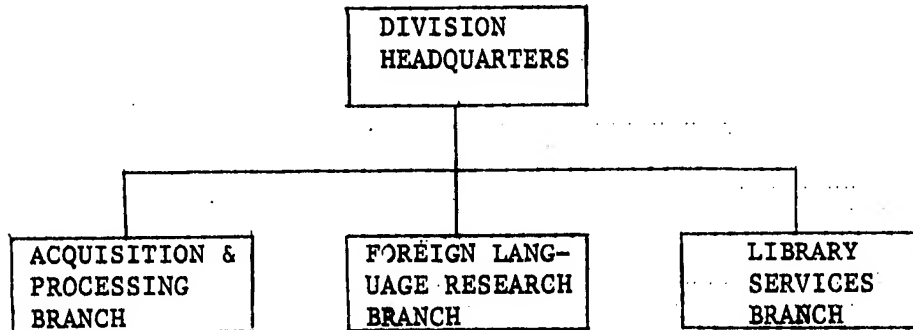
CHAPTER 17 - SPECIAL REQUIREMENTS DIVISION (Continued).

PARTICIPATE IN NATIONAL WORKING GROUPS
PREPARE TECHNICAL ELINT REPORTS
PRODUCE FINISHED ELINT PRODUCTS
STAFF SUPERVISION OVER FSTC OVERSEA TRAMS

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 18 - INFORMATION SERVICES DIVISION.

1. MISSION. To operate a multidisciplinary all-source foreign scientific and technical information center responsive to the intelligence requirements of FSTC, DARCOM, and DA. To develop user interest profiles and acquire, analyze, catalog, index, abstract, and disseminate all documentation responsive to the total FSTC multidiscipline-oriented information storage and retrieval system concept and the Central Information Reference and Control (CIRC) system; maintain all thesauri, indexes, and authority lists; analyze and index retrospective search requirements; and review retrieval products. To maintain and operate a scientific and technical information (intelligence) facility fully responsive to the requirements of FSTC production elements, DARCOM R&D activities and member agencies of the intelligence community, and to provide the research and references necessary to fulfill these requirements. To exploit foreign language literature to support the intelligence mission of FSTC and the DARCOM RD&E facilities. To provide necessary in-house photo analysis support and target as necessary for multi-sensor reconnaissance in support of FSTC and DARCOM.

2. FUNCTIONS.

a. Plan, organize, control, and review the activities of the information center. Represents the Commander on the Policy Committee, DoD S&TI Information Support Program, and in all interagency matters related to the management of the information center. (IS)

b. Develop and maintain Statements of Intelligence Interest for all authorized elements of FSTC and DARCOM. Receive and disseminate intelligence data in accordance with statements of intelligence interest and user profiles internally and externally to DARCOM supported activities. Establish FSTC proposed distribution for finished intelligence products. (IS1)

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 18 - INFORMATION SERVICES DIVISION (Continued).

c. Acquire needed intelligence documentation (including both collateral and SI/SAO) from the intelligence community and other government agencies, developing new sources as required. In accordance with user requirements, determine that material which will be input to the CIRC system and that which is to be rejected. Catalog, index, and abstract selected documentation, prepare data and microform conversion, and disseminate converted data, microforms, and related hard copy documentation to the Library Services Branch. (IS1)

d. Nominate, index, and abstract documents for input to CIRC. Coordinate all matters concerning FSTC document input to CIRC and maintain liaison with counterparts of the S&TI production agencies. (IS1)

e. Provide a central point of contact within DARCOM for coordinating translations. Prepare information for, and participate in the duplication check services of the Central Intelligence Agency. (IS2 and IS3)

f. Provide quick-response translations for FSTC and DARCOM and prepare translations into English from foreign languages. Monitor, control, and coordinate contractual translation efforts of FSTC. Develop sources of information and arrange for acquisition of foreign language material in coordination with other elements of the division. (IS2)

g. Screen and review contents of incoming foreign language material to determine pertinency to FSTC&DARCOM missions and the desirability of translating, abstracting, or extracting in support of data base operations. Provide retrospective and current foreign language literature searches in support of information requirements. (IS2)

h. Provide expertise on language problems such as technical terminology, equipment nomenclature, geographic locations, institutions, and sources of military information; and lexicographic support by compiling or assisting in the compilation of specialized military, scientific, and technical vocabularies and glossaries. (IS2)

i. Coordinate FSTC activities in selecting, developing, and procuring machine translation systems for in-house use. (IS2)

j. Provide linguistic support to special collection and materiel exploitation efforts. (IS2)

PART II - INTERNAL ORGANIZATION

CHAPTER 18 - INFORMATION SERVICES DIVISION (Continued).

k. Provide current awareness (CA) and Selective Dissemination of Information (SDI) services as required from CIRC and the other automated data bases utilized. See q below. Develops and maintains User Interest Profiles. Instructs FSTC analysts and DARCOM FIO personnel on profile construction and logic. (IS3)

l. Provide all-source research and reference services performing comprehensive world-wide retrospective search services, limited bibliographic support, and definitive answers to specific requests for information. (IS3)

m. Maintain personnel in the Washington Liaison Office for support of S&T research and inter-library loan activities and to exploit the resources of the DIA Library, DIAOLS, DIA Photo Library, NSA data bases, CIA, the Army libraries and data bases in the Washington area. (IS3)

n. Acquire, disseminate, and control open source literature. Receive, store, maintain, regrade, and control S&T information in all formats required to support users. (IS3)

o. Prepare and maintain catalogs of FSTC studies, translations, and exploitation reports; and acquire, receive, announce, and maintain pertinent subject and descriptive catalogs and bibliographies of other information services. (IS1 with CS support)

p. Maintain facilities and perform functions of production, reproduction, control, and dissemination of microfiche and hard copy. Coordinate open literature requirements with FSTC analysts to avoid duplication, and provide document request services and inter- and intra-agency loan services as required. Perform file maintenance function of purging in coordination with Intelligence Production Directorate. (IS3)

q. Determine eligibility of contractors to receive documents and release material to them as required, in coordination with production analysts and the AFSTC Security Office. Maintain close liaison with all intelligence community library and information centers for required services. (IS3)

r. Provide on-line and off-line information retrieval in support of scheduled tasking, current awareness, quick-reaction capability, and state-of-the-art. Data bases accessed contain approximately 10,000,000 records and/or abstracts of scientific and technical information. Among data bases utilized are CIRC, DIA DIAOLS/COINS, NTIS, NASA, ERDA, and commercial data banks like SDC Search, Lockheed DIALOG, INSPEC, MEDLINE, TOXLINE, Science Citation Index, etc. (IS3)

s. Coordinate determination of kinds of S&T literature to be input to CIRC to meet FSTC's needs. Maintain subscriptions to foreign journals as required by users. (IS3)

1 Oct 77

PART III - INTERNAL ORGANIZATION

CHAPTER 18 - INFORMATION SERVICES DIVISION (Continued).

t. Maintain a data base of sensitive compartmented intelligence (SCI) materials as required to supplement the CIRC. Provide search and reference services in SCI materials. Support the Special Security Detachment, ASCI, as required in maintaining control and security of SCI materials. (IS3.)

3. AREAS OF RESPONSIBILITY.

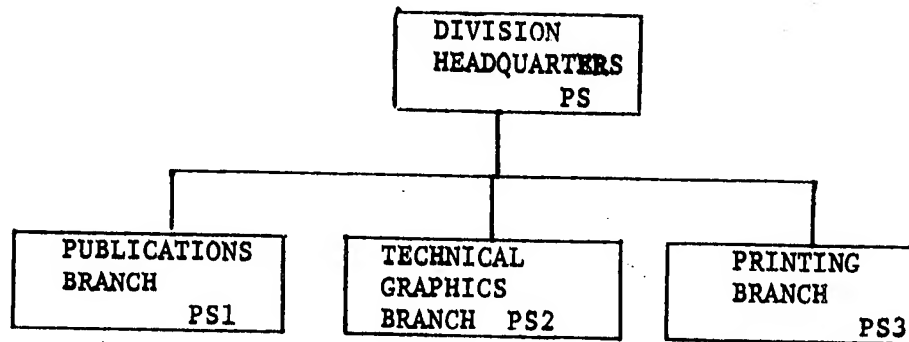
- (IRC II ON-LINE RETRIEVAL (IS3)
- CIRC DATA BASE NOMINATION AND INPUT (IS1)
- CURRENT AWARENESS PROFILES (IS3)
- DDC RDT&E ON-LINE RETRIEVAL (IS3)
- DOCUMENT DISSEMINATION (IS1)
- DOCUMENT INDEXING (IS1)
- DOCUMENT REQUESTS (IS3)
 - Circulation Control
 - Inter-Library Loan
- FILES MANAGEMENT (IS3)
 - Filing
 - Retrieval
 - Regrading
 - Top Secret Control
- INFORMATION RETRIEVAL, ON-LINE (IS3)
- LIBRARY SERVICES (IS3)
- PHOTO PANEL (IS1)
- PROCUREMENT (IS3)
 - Books
 - Patents
 - Periodicals
 - R&D Reports
- REFERENCE SERVICES (IS3)
- RESEARCH (IS3)
 - CIRC On-Line Retrieval Operations
 - Current Awareness Profiles
 - Reference Desk
 - Retrospective Search Service (Project/Task Support)
- RETROSPECTIVE SEARCH SERVICES (IS3)
- SELECTIVE DISSEMINATION OF INFORMATION (IS3)
- SI/SAO DATA BASE
- ACQUISITION OF S&T MATERIAL (IS3)
- STATEMENT OF INTELLIGENCE INTEREST (IS1)
- STIT TEAM IIR PROCESSING (IS1)
- TRANSLATIONS AND LINGUISTIC SUPPORT (IS2)

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 19 - PRODUCTION SUPPORT DIVISION.



1. MISSION. To support the production of all-source, worldwide foreign scientific and technical intelligence by providing technical publication editing, technical composition, printing and reproduction services, audio-visual aids, including sound bulletins, and graphics arts.

2. FUNCTIONS.

- a. Provides guidance relative to writing, format, type composition, and publishing. Edits all-source, scientific and technical intelligence (S&TI) publications and other related products. Acts as consultant on all matters involving the FSTC publication program. (PS1)
- b. Prepares all-source S&TI publications in form of final copy ready for photo-offset or letterpress printing. (PS1)
- c. Establishes schedules to control the workflow of of DIA, DA, and DARCOM major tasks being processed through editing, copy preparation, technical illustrating and photographic requirements, and printing. Procures external printing services; furnishes advice and guidance on these services, and interprets applicable regulations and policy. (PS1)
- d. Exercises administrative and technical control of the illustrating and photographic requirements of the FSTC and provides guidance on the services, capabilities, and equipment available. (PS2)
- e. Provides visual aids and artwork in the form of charts, vugraphs, slides, exhibits, and handouts for FSTC publications and for graphic coverage of physical specimens of foreign materiel, including their testing and exploitation. (PS2)
- f. Utilizes a variety of still cameras to photograph various subjects in black and white and color; processes films, including developing, enlarging, printing and mounting. (PS2)
- g. Administers the Central Artboard File and Vugraph Master File, encompassing storage and retrieval procedures for artboards and photographic negatives. (PS2)

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 19 - PRODUCTION SUPPORT DIVISION (Continued).

g. Makes 16-mm color sound bulletins for record as directed. Accomplishes quick reaction intelligence missions requiring film coverage, and produces films concerned with test firing, orientation, and community relations. (PS2)

h. Provides in-house, all-source printing, lithographic, and binding services; xerographic and other copying services; and guidance to Center personnel on the capabilities of available equipment. (PS3)

3. AREAS OF DISCIPLINE RESPONSIBILITIES. The subject areas of discipline are arranged alphabetically. Branch responsibilities are shown after each discipline.

COPY PREPARATION SERVICES (PS1)

COPYING SERVICES (PS3)

EDITORIAL SERVICES (PS1)

GRAPHICS (PS2)

Artboard Master File

Charts

Slides (Includes 35-mm Slide File)

Vugraphs and Vugraph Master File

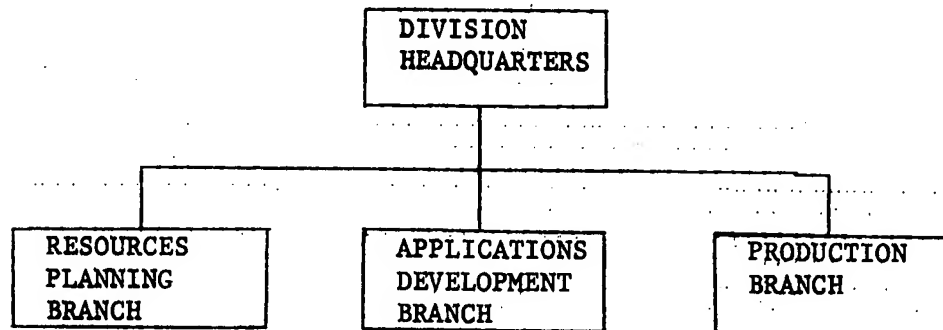
PHOTOGRAPHIC SERVICES (STILL AND MOTION PICTURE) (PS2)

PRINTING SERVICES (PS3)

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 20 - COMPUTER SYSTEMS DIVISION.

1. MISSION. To plan, develop, and manage the FSTC Intelligence Data Handling Systems (IDHS); to construct and implement computer models and simulations; to maintain and control FSTC's Scientific & Technical Intelligence (S&TI) automated database; to provide real-time interactive, time-sharing, and batch data processing systems design, development, and operational support; and to maintain liaison with community-wide intelligence organizations and within FSTC with other offices and divisions, to insure compatibility of computerized systems development and operations.

2. FUNCTIONS.

- a. Develop short-to-long-range plans, programs, and objectives for IDHS. (CS1)
- b. Prepare IDHS and IDHS-C GDIP, five-year program IDHS and command operating budget, and DA and DARCOM budget estimates. (CS1)
- c. Provide support documentations for all phases of ADPE acquisition (including site planning) from initial concept to installation. (CS1)
- d. Initiate contracts and monitor on-going contracts for equipment/software leasing, maintenance and services. (CS1)
- e. Prepare and report equipment inventories and utilizations, Army Master File of Application Programs, significant activities, cost reductions, product register, DODIIS Catalog of Intelligence Files, etc. (CS1)
- f. Determine CS Division and computer room security procedures in accordance with DIAM 50-4 and DARCOM 390-2. (CS1)
- g. Develop and coordinate local, DARCOM, DA, and DIA SOPs for ADP including standard data elements and codes. (CS1)

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 20 - COMPUTER SYSTEMS DIVISION (Continued).

h. Provide automated systems design and developmental support for the major areas of the intelligence analysis process (data acquisition, storage, analysis, retrieval, and dissemination). (CS2)

i. Design and develop automated information systems to assist management in the control of resources (CS2)

j. Define, organize, protect, and insure efficiency of FSTC's database. (CS2, CS3)

k. Provide interface with the Army System for Standard Intelligence Support Terminals (ASSIST) including systems design and development, and user training and assistance. (CS1, CS2, CS3)

l. Implement and support real-time interactive terminal applications and interactive time sharing systems. (CS2, CS3)

m. Perform a variety of mathematical and computer specialist duties to include systems analysis and computer application design encompassing scientific and engineering expertise, probability theory, statistical analysis, and computer programming techniques for file and non-file applications. (CS2)

n. Derive explicit mathematical equations and develop viable computer programs including printouts graphics and terminal displays in order to evaluate and validate a systems performance (CS2)

o. Participate with intelligence analysts in the development of problem definition, definition of data and information requirements, and definitions of parameters and variables. (CS2)

p. Design, program, install, and maintain database and other executive software routines; maintain systems software; set up and implement systems generation; incorporate new software into system environment. (CS3)

q. Design telecommunications requirements, interface telecommunications systems with ADP systems; configure and implement interactive time sharing systems. (CS1, CS3)

r. Provide necessary interface between application programs and the operating system; advise and assist designers, programmers, operators, users, and managers as required. (CS3)

s. Maintain, schedule, and operate FSTC computers, peripherals, and ancillary equipment; monitor production and quality control operations to assure timely and valid output. (CS3)

PART II - INTERNAL ORGANIZATION

CHAPTER 20 - COMPUTER SYSTEMS DIVISION (Continued).

t. Provide data input; monitor and control computerized applications through the complete production cycle; produce and distribute automated outputs as required. (CS3)

u. Maintain library of computer programs; make minor modifications to applications programs as required; isolate and correct all applications programs which are inoperative or not functioning properly. (CS3)

3. AREAS OF RESPONSIBILITY.

INTELLIGENCE DATA HANDLING SYSTEM (CS-1)
BUDGET (GDIP, POM etc.) (CS-1)
PLANS & PROGRAMS (CS-1)
REVIEW & ANALYSIS (CS-1)
CONTINGENCY PLANS (CS-1)
COMPUTER SECURITY (CS-1)
ADP EQUIPMENT & SITE PLANNING & ACQUISITION (CS-1)
CONTRACT MANAGEMENT (CS-1)

SYSTEMS ANALYSIS (CS-2)
DATA ANALYSIS (CS-2)
SYSTEMS DESIGN (CS-2)
APPLICATIONS PROGRAMMING (CS-2)
MATHEMATICAL MODELING (CS-2)
SIMULATION (CS-2)
DATABASE DESIGN AND CONTROL (CS-2)
DOCUMENTATION (CS-2)
USER EDUCATION AND ASSISTANCE (CS-2)
FSTC INTERFACE WITH PROJECT ASSIST (CS-2)
ENGINEERING ANALYSIS (CS-2)

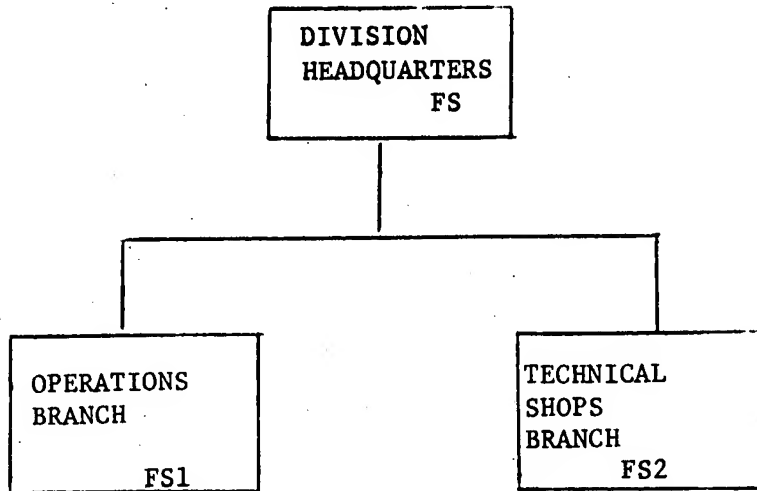
SYSTEMS PROGRAMMING & EXECUTIVE SOFTWARE SUPPORT (CS3)
INTERFACE TELECOMMUNICATION & ADP SYSTEMS (CS2, CS3)
PRODUCTION SCHEDULING AND CONTROL (CS3)
OPERATIONAL APPLICATIONS PRODUCTION (CS-3)
DATA INPUT (CS-3)
PRODUCT CONTROL & DISTRIBUTION (CS-3)

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 21- FIELD SUPPORT DIVISION.



1. LOCATION. Aberdeen Proving Ground, Maryland

2. MISSION. Support the collection and production of all-source worldwide, foreign scientific and technical intelligence by providing centralized inventory control of foreign materiel available to DARCOM. Receive, identify, report, account for, store, maintain, ship, and dispose of foreign materiel. Participate within capability in exploitation of foreign materiel. Provide briefing, exhibit, and display support. Participate in the DARCOM Quick Reaction program. Design and produce precise, technically accurate, functional scale models of foreign materiel for scientific and technical intelligence analysis. Provide other intelligence support as directed.

3. FUNCTIONS.

a. Manage and control the DARCOM inventory/central locator systems on all items of foreign materiel (less medical and cryptographic), intelligence scale models, and ammunition. Inventory all foreign materiel annually and provide inventory data to FSTC. (FS1)

b. Manage and control the receipt, issue, turn-in, disposition, and accounting for all FSTC weapons and ammunition.

c. Receive, screen for intelligence value, tentatively identify, photograph, store and report all items of foreign materiel and ammunition consigned to the division. Provide maintenance-in-storage services necessary to prevent deterioration of foreign materiel and perform or arrange for selective repair of materiel to restore it to a functional state. (FS1)

1 Oct 77

FSTCR 10-1

PART II - INTERNAL ORGANIZATION

CHAPTER 21- FIELD SUPPORT DIVISION (Continued).

d. In coordination with FA Division, prepare and ship foreign materiel to support validated intelligence requirements, RDTE programs, demonstrations, foreign intelligence briefings, and quick reaction team deployments. (FS1)

e. Dispose of foreign materiel no longer required for intelligence purposes as directed by AFST. Assist/support CACA as required by Chapter 2, AR 755-2. (FS1)

f. Contribute to the production of scientific and technical intelligence products by providing FMEMR's, other technical reports, equipment operating guides, physical measurements, characteristic data, and illustrative photography; provide necessary data to DIA in support of the Chuckwago program. (FS1)

g. Support the exploitation of foreign materiel by performing operations requiring the use of precision instruments in the development of physical measurements. Sectionalize foreign weapons and inert ammunition for analysis and provide technical measurements as required. Fabricate missing parts and repair damaged parts to restore foreign materiel to a functional state within capabilities. (FS2)

h. Provide within capability, foreign materiel scientific and technical intelligence information and assistance to APG FIO's and DARCOM tenant RDTE agencies in support of R&D foreign materiel exploitation tasks. (FS1)

i. Serve as a point of contact to Company D, 519th MI Bn, and provide them, within guidance from FSTC, foreign materiel and scientific and technical information for exploitation and training. (FS)

j. Receive, coordinate the scheduling, determine support requirements for, assign and accomplish briefing requirements/visits to FS Division as directed from FSTC. Coordinate foreign materiel briefings/exhibit support for combined visits with HQ TECOM. (FS)

k. Assist in the development of theme and composition of foreign materiel exhibits/displays. Construct required display/exhibit items based upon approved designs. Maintain, assemble, and disassemble such exhibits/displays in coordination with FSTC. (FS2)

l. Maintain, store, and account for tools and equipment in support of quick-reaction operations. Assist FSTC in determining tool and equipment requirements for team deployment, assemble, pack, and crate required items in support of QR deployments. (FS2)

m. Plan, design, and construct precise, technically accurate, functional scale models of foreign materiel in response to validated requirements. Repair and update models as required. (FS2)

FSTCR 10-1

1 Oct 77

PART II - INTERNAL ORGANIZATION

CHAPTER 21- FIELD SUPPORT DIVISION (Continued).

n. Represent the Commander, FSTC, in coordinating intraservice support and civilian personnel cross servicing requirements of the division with the APG (host) commander and his staff. (FS)

4. AREAS OF DISCIPLINE RESPONSIBILITIES. The subject areas of discipline are arranged alphabetically. Branch responsibilities are shown after each discipline.

BUDGET (FS)

CHUCKWAGON REQUIREMENTS (FS1)

CIVILIAN PERSONNEL ACTIONS (FS)

CLASSIFIED DOCUMENT CONTROL (FS)

DISPOSITION OF FOREIGN MATERIEL (FS1)

EXHIBITS/DISPLAYS (FS2)

FIO SUPPORT (FS)

FOREIGN MATERIEL CHARACTERISTIC BRIEFINGS (FS)

FOREIGN MATERIEL EXPLOITATION REQUIREMENTS (FS)

FOREIGN MATERIEL INVENTORY DATA (FS1)

FOREIGN MATERIEL MAINTENANCE IN STORAGE (FS1)

FOREIGN MATERIEL RECEIVING REPORTS (FS1)

FOREIGN MATERIEL SHIPMENTS (FS1)

HOST/TENANT AGREEMENT (FS)

INTERNAL SECURITY (FS)

INTELLIGENCE SCALE MODELS

Requirements (FS)

Design (FS2)

Inventory (FS1)

MANPOWER MANAGEMENT (FS)

PHYSICAL SECURITY (FS)

PROPERTY AND SUPPLY

TDA/Instal Equip Authorizations (FS)

TDA/Instal Equip Hand Receipt (FS1)

Property Book Maintenance (FS)

QRC Tools and Equipment Inventory (FS2)

QUICK-REACTION CAPABILITIES (FS2)

RECORDS MANAGEMENT (FS)

REFERENCE DATA BASE (FS)

SUPPORT REQUIRED FROM/PROVIDED TO CO D, 519TH MI BN (FS)

TRAVEL ORDERS (FS)

VISITS TO FS DIV (FS)

1 Oct 77

FSTCR 10-1

PART III - MISCELLANEOUS SUBJECTS

CHAPTER 22 - UNIT HISTORY.

The Foreign Science and Technology Center was established as a Class II activity under the operational control of the Director of Research, Development, and Engineering, United States Army Materiel Command, on 1 August 1962. General Order No. 57, Headquarters, Department of the Army, dated 27 September 1962, and General Order No. 10, Headquarters, United States Army Materiel Command, dated 17 August 1962, are the approving authority for the establishment of FSTC. The resources for this newly established unit came from the Technical Division, ACSI, DA, and the technical services intelligence offices; and it was located at the Arlington Hall Station, VA.

In September 1963 FSTC was moved to the Munitions Building in downtown Washington, DC. This was FSTC's home for the next seven years. During these years mission requirements established the need to convert what had been an almost 100% "hardware" oriented analytical workforce into a more complex mixture of scientists, engineers, and intelligence analysts. On 31 December 1966 the first AMC and DA approved Table of Distribution and Allowances established separate Directorates for the production and support functions, and staff offices were established. During the Munitions Building era military strengths remained reasonably static but civilian strength authorizations fluctuated from a low of 354 to a high of 476. The recruitment of qualified scientists and engineers was a slow process.

In early 1970 FSTC was alerted for a move to its present location, Charlottesville, VA, after an interim move in April 1970 to Building T-7, then the home of the US Army Materiel Command Headquarters. In early August 1970 the move to Charlottesville began, and on 24 August 1970 FSTC officially opened in that city. This double move in a 5-month period created an adverse effect on production and support capabilities of FSTC. Many analysts not desiring to relocate either resigned or retired. A 104% turnover of clerical personnel was experienced which was partially alleviated by the availability of highly qualified clerical personnel from the HEW agency FSTC replaced. Some 202 of an authorized 476 civilians made the move to Charlottesville. Recruitment of highly qualified scientists and engineers increased considerably over the rate experienced in the Washington, DC area. In 1971 another reorganization was accomplished by placing all production elements under a single director and establishing separate divisions for the library and production support functions. In addition the Field Support Division was established as an integral part of FSTC. This division had formerly been a separate element located in Aberdeen Proving Ground. Although considerable difficulties were encountered trying to meet the FY 1971 production goals, FSTC was able to achieve over 90% of the goal by the judicious use of overtime. In FY 1972 over 95% of the production goals

FSTCR 10-1

1 Oct 77

PART III - MISCELLANEOUS SUBJECTS

CHAPTER 22 - UNIT HISTORY (Continued).

were achieved, and in FY 1973 100% of the production goals were completed. In FY 1974 99% of the production goals were completed, despite the diversion of a considerable number of manhours by key production analysts in support of DRUID GROVE.

In the ensuing years the production record remained relatively stable, running between 98.5% and 99.5% of the production goals. Recruitment increased and for the first time FSTC was at or near the authorized strength. At the close of FY 1977 there was an onboard strength of 469 civilian positions against an authorization of 470. It was not easy to achieve this record in view of the fact that DARCOM had imposed a 9.20 onboard and TDA average grade ceiling. From mid-1974 through mid-1976 it was extremely difficult to recruit an engineer or scientist at the GS-09 level, particularly since it was not possible to advance these people to the Journeyman (GS-12) level in any reasonable time frame. On 30 December 1976 a TDA with an average grade of 9.56 was approved, and the onboard average grade was increased to 9.44. This allowed the Center to erase those dead-end positions and to recruit at a slightly higher level. During the third quarter of FY 1977 a ceiling was established for high grade positions (GS-13 and above) and the onboard average grade was reduced to 9.13. In addition, FSTC was directed to reduce the TDA average grade to around 9.35. To accomplish this, it was necessary to reorganize. The major reorganization was undertaken by the Intelligence Production Directorate. This reorganization was not only directed by the imposed high grade and average grade ceilings, but by the new tasking concepts being levied which required projections out to the life cycle (20 years) of equipment, techniques, etc. A committee first analyzed all authorized tasks and then the new generic threat tasks being developed by the Defense Intelligence Agency and from this analysis built the new Directorate organization. On 25 September 1977 the new organization was effective. The number of divisions was reduced from six to five, and the number of branches from seventeen to fifteen. One GS-15 and three GS-14 positions were eliminated. The collection and computer areas were restructured to serve better the reorganized Intelligence Production Directorate.

1 Oct 77

FSTCR 10-1

PART III - MISCELLANEOUS SUBJECTS

CHAPTER 23 - CONCEPTS OF OPERATIONS (RELATIONSHIPS).

1. WITHIN DEPARTMENT OF DEFENSE:

a. The Defense Intelligence Agency (DIA) is responsible for the overall management and review of all phases of the scientific and technical intelligence (S&TI) production cycle throughout the Department of Defense (DOD) and is specifically charged with review and supervision of the S&TI programs, projects, and activities of all DoD components. DIA is authorized free and unrestricted access to all elements of the DOD intelligence community.

b. The Foreign Technology Division, United States Air Force Systems Command, and the Naval Intelligence Support Center, US Naval Intelligence Command, and their respective subordinate units are sister S&TI production activities and, therefore, may directly task FSTC and its subordinate units for support, within the limits of capabilities and authorized resources.

c. Unified and Specified Commands requesting S&TI and information in support of valid requirements may request support directly from FSTC subordinate units located within their areas of responsibility. These FSTC subordinate units have operational support and host-tenant agreements within the appropriate Army component of the Unified and Specified Commands. Formal S&TI production requirements are processed in accordance with DIAM 75-1.

d. All Army Commands and the DA staff, with the exception of USADARCOM and its subordinate commands and the Medical Information Intelligence Agency (MIIA) under the Office of the Surgeon General, may receive S&TI support from FSTC through the Assistant Chief of Staff, Intelligence (ACSI), DA. MIIA, a sister S&TI production activity, may directly task FSTC. ACSI/DA exercises general staff supervision over all Army intelligence activities.

2. OUTSIDE DOD: Departments, agencies, and other government entities may obtain assistance in the S&TI areas upon proper request for such information through DIA. Foreign governments may also receive S&TI support by submitting a request to DIA.

3. WITHIN ARMY MATERIEL COMMAND:

a. The Director of Research, Development, and Engineering, Headquarters, USADARCOM, directs and controls DARCOM foreign intelligence operations using the Chief, Foreign Science and Technology Division of the Directorate as his executive agent. The Director has operating control over FSTC.

FSTCR 10-1

1 Oct 77

PART III - MISCELLANEOUS SUBJECTS

CHAPTER 23 - CONCEPTS OF OPERATIONS (RELATIONSHIPS) (Continued).

b. The Missile Intelligence Agency (MIA), US Army Missile Research and Development Command, has a dual working relationship with FSTC whereby it may directly task FSTC for S&TI support:

- (1) As a DARCOM direct support customer.
- (2) As a sister S&TI production activity.

c. The Commander/Director, FSTC, acting for the Director of the Research, Development, and Engineering Directorate, directs the development and manages the FSTC portion of the DARCOM Foreign Intelligence Program by:

(1) Developing, justifying, and submitting FSTC portion of the DARCOM Foreign Intelligence Program and Budget and contributions to the General Defense Intelligence Program (GDIP).

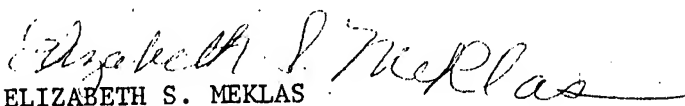
(2) Implementing assigned portions of approved programs.

(3) Managing the Army Foreign Materiel Exploitation Program for DARCOM.

(4) Managing the Army oversea S&T resources utilized to gather data and information in support of all Army spheres of interest.

(DRXST-PO)

FOR THE COMMANDER:


ELIZABETH S. MEKLAS
2LT, AGC
Adjutant

DISTRIBUTION:
F

CAN SCIENTIFIC AND TECHNICAL (S&T) INTELLIGENCE HELP YOU?

This paper describes the services available to you, through your Foreign Intelligence Office, from the US Army Foreign Science & Technology Center (AFSTC), one of three producers of S&T Intelligence in the US Army.

Three organizations within the Department of the Army produce Scientific and Technical (S&T) Intelligence. This involves the processing, analysis, interpretation, evaluation, and integration of information concerning: (1) foreign developments in basic and applied research in the natural and applied sciences; (2) applied engineering techniques; and (3) the technical characteristics, capabilities, and limitations of all foreign military systems, weapons, weapon systems, and materiel, as well as research and development related thereto and the production methods employed for their manufacture. These organizations are: the Medical Intelligence and Information Agency, Office of the Surgeon General; the Missile Intelligence Agency assigned to the US Army Missile Command; and the US Army Foreign Science and Technology Center, a field activity of the US Army Materiel Development and Readiness Command (DARCOM). While any or all of these organizations may be tasked through the DARCOM Foreign Intelligence Office (FIO) system by elements of the DARCOM R&D community, this paper will confine itself to services available from the AFSTC and the methods used by them.

AFSTC is located at 220 Seventh St., NE., in Charlottesville, VA, approximately two hours and twenty minutes driving time from the Pentagon, and may be reached via Autovon by dialing 2747-110 if the extension of the called party is not known or 2747-XXX if the three digit extension number is known. The authorized strength at the Charlottesville location on 1 July 1976 was 31 military and 424 civilians. Of this number, approximately 135 are production analysts with professional skills in the physical, life, and engineering sciences, who author national level intelligence studies, reports, and briefings as authorized by the Defense Intelligence Agency (DIA); the Office of the Assistant Chief of Staff for Intelligence, DA (OACSI); or DARCOM (DRCDE-F). An additional 241 are involved directly in intelligence production, information services, and collection activities that support the requirements of DARCOM and other consumers of national level intelligence such as CIA, NSA, Energy Research and Development Agency, and elements of DOD. The assistance of these individuals at AFSTC is available to you through your FIO as explained below.

If your requirement involves the production of a finished study or report, the task should be levied on the AFSTC by means of a Foreign Intelligence Production Requirement (FIPR), which will be prepared for you by your FIO. You should be as specific as possible in making your requirement known to him and should indicate when you need the finished product. He is required to submit your FIPR through channels (DARCOM and OACSI) to DIA. When approved, AFSTC will be directed to prepare the requested product—although it may have been consolidated with other similar requirements by one of the approving authorities before it is validated for production—and you will be provided a copy of the study or report when completed. This process may take from 10 to 18 months, however. In the meantime, your FIO should be on the look-out for current intelligence products that may contain partial answers to your requirement.

The current intelligence products authored by AFSTC analysts include the Weekly Wire, the Biweekly Scientific and Technical Intelligence Summary (BSTIS), and the Army Scientific and Technical Intelligence Bulletin (ASTIB). The Weekly Wire is sent to only 75 addressees, mostly general officers and key civilians, and may not reach your installation. The BSTIS and ASTIB, however, do go to all DARCOM commands, laboratories, and arsenals, and should be available to your FIO. If these publications are not received, they can be requested of DRCDE-F who controls the BSTIS distribution and who can forward your request for the ASTIB to OACSI.

If going the FIPR route will not provide S&T intelligence when needed, you can always request special consideration. If it is required within 10 days and is within the capability of AFSTC to produce in that time, the Center is authorized to reply directly to such a request. If not such a "quick reaction" task, yet one that involves more than "just a few" hours of manpower, it should be routed through DARCOM (DRCDE-F) for approval on its way to AFSTC. This will save time and permit the Center to start on it as soon as possible after receipt.

Incl 2

If you wish to be kept informed on foreign developments in a particular scientific or technical field, your primary means is through the Central Information Reference and Control (CIRC) system. CIRC is a DIA-managed tri-service scientific and technical intelligence information storage and retrieval system operated by the Foreign Technology Division of the Air Force Systems Command, the Air Force counterpart of AFSTC. The CIRC system provides for both current awareness (selective dissemination of information) and interactive retrospective subject searches. The CIRC data base now exceeds 2,000,000 reports, primarily from Soviet Bloc open source literature dating back to 1963. It also includes a significant number of classified intelligence reports and studies.

Your current awareness services are provided by your FIO or by the Information Services Division of AFSTC through your FIO. For automatic distribution of intelligence documents and recurring reports, your FIO will assist you in setting forth your requirements in a Statement of Intelligence Interest (SII). If you wish, you may also receive announcements, in the form of abstracts, of all new documents in your field of interest that have been entered into the CIRC system. Again, your FIO will assist you in developing your CIRC user interest "profile." The SII will bring you a lot of raw, unevaluated reports unless you specifically request that they be excluded. You may also order specific intelligence reports and studies from the Center through your FIO.

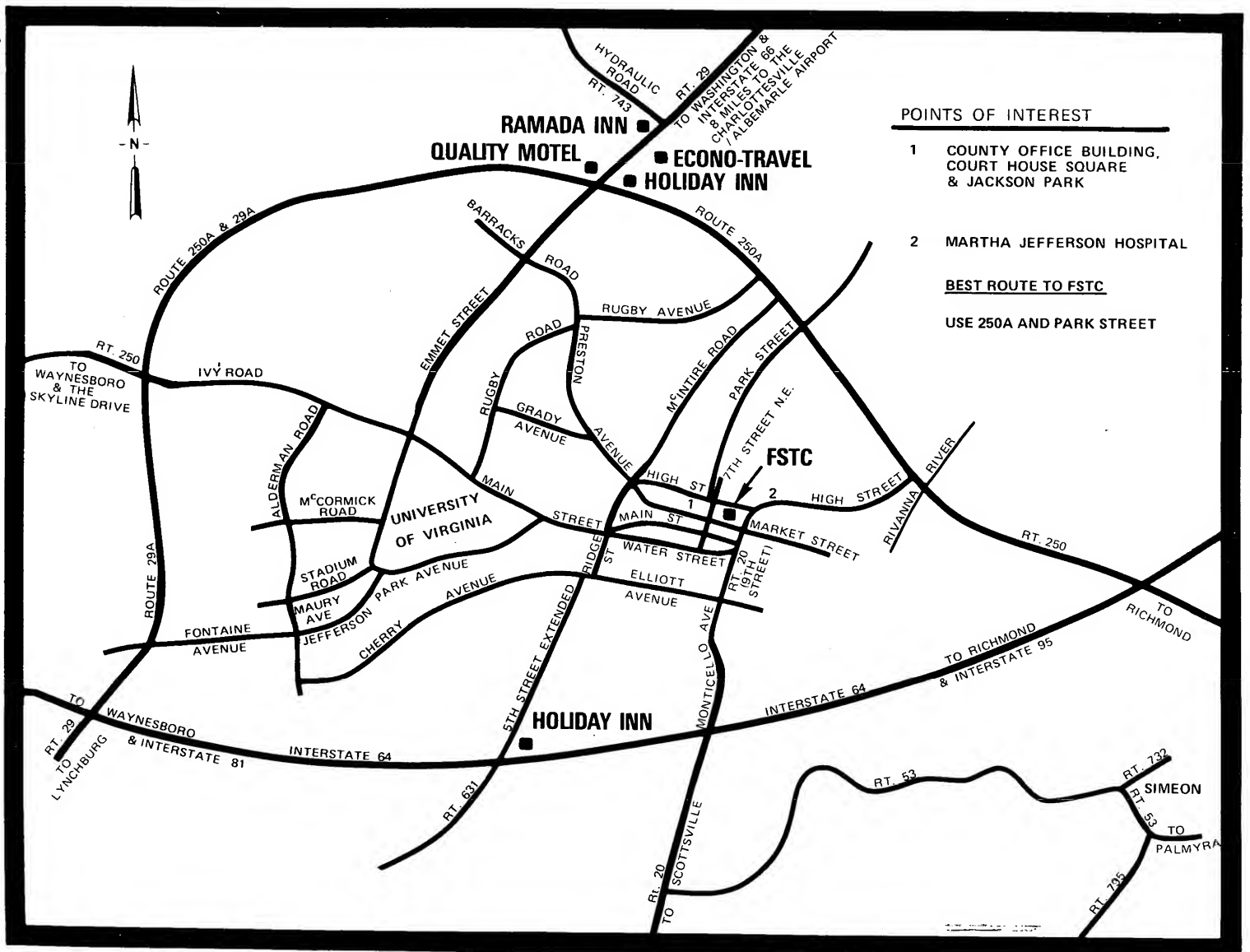
Interactive on-line retrospective search services are also available through the CIRC system. If your FIO does not have a CIRC terminal, he may request AFSTC to query the system and provide the available information. When checking foreign developments, the Defense Documentation Center (DDC) RDT&E on-line system should not be overlooked, since translations are input to DDC and not to the CIRC system. Again, AFSTC can help you if your installation does not have a DDC terminal.

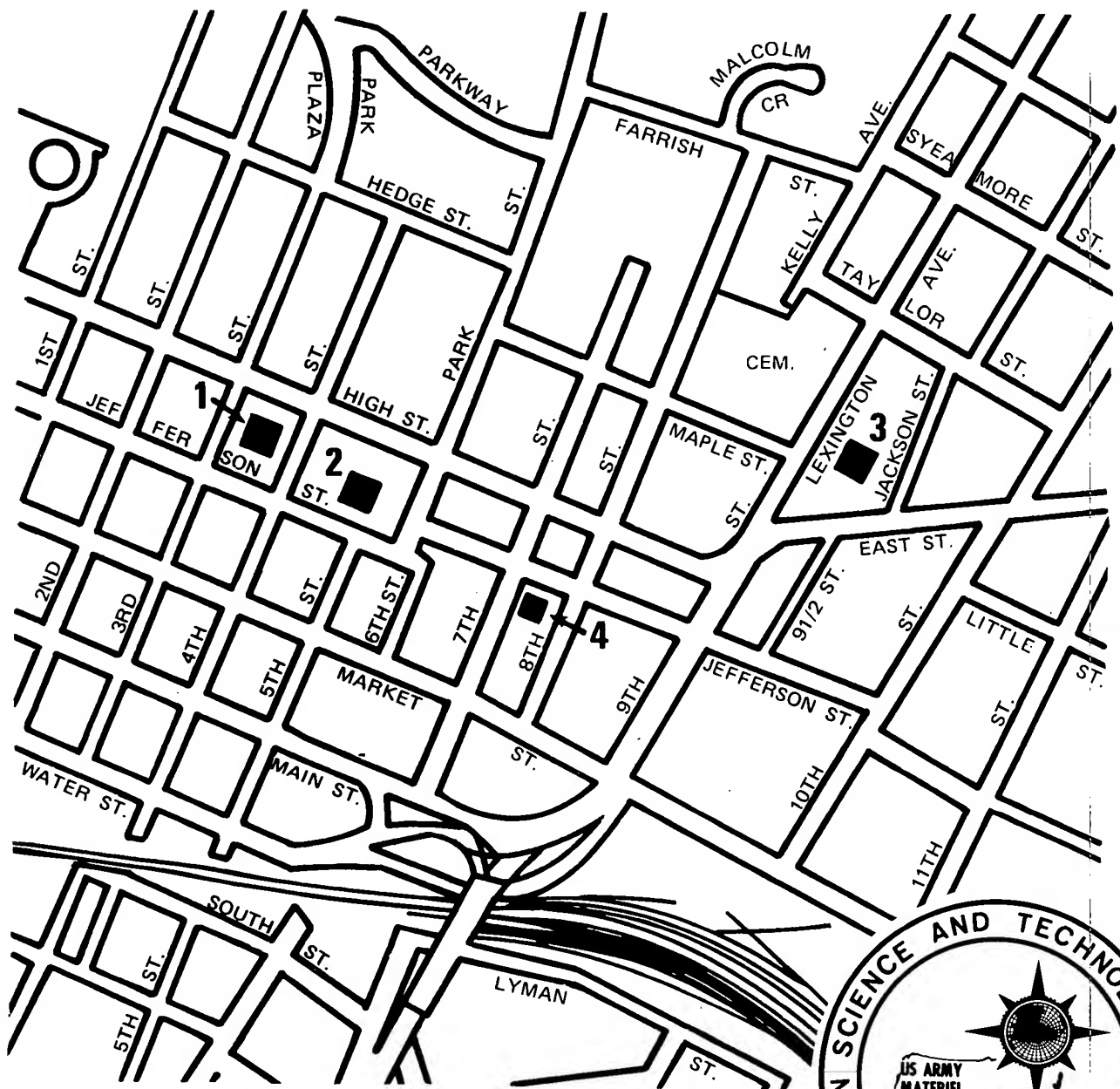
As can be seen from the above, material available to you is not limited to the internal holdings of AFSTC. If the Center cannot satisfy your requirements from the sources discussed, every effort will be made to acquire the information from external sources within the United States (Library of Congress, DIA, CIA, ERDA, libraries of other government departments, to mention a few), and, failing this, an ICR (Intelligence Collection Requirement) will be prepared. This document, when approved by DIA, serves as a means for worldwide collection of information as specifically requested.

Much of the information available to you is in foreign languages. When you determine that an article or journal is of interest, you may request translations from AFSTC through your FIO. The Center has a staff of linguists who can cover most of the major languages. We also have commercial contracts that enable us to translate all languages. If in your day-to-day activities you find foreign laboratory reports, test reports, or material in the open literature that is of interest to you, AFSTC can translate these at your request. We will also be glad to screen material that may be of interest to you and tell you "what it's all about."

In addition to the above, the Center produces the Foreign Materiel Catalogue (FOMCAT), a very valuable reference tool that provides technical characteristics and performance data on all categories of foreign materiel. Anyone wanting to receive FOMCAT volumes regularly should submit their requirements on a DA Form 1234-A through AG Publications channels.

As you can see, there is a large organizational system available that is capable of assisting you in your work by providing foreign scientific and technical information relating thereto. The first step in acquiring this data is to contact your Foreign Intelligence Office. Please do.)





- 1—STONEWALL JACKSON MONUMENT
- 2—OLD COURTHOUSE
- 3—MARTHA JEFFERSON HOSPITAL
- 4—FSTC

